



**DECEMBER 2018
FLSA: EXEMPT**

SENIOR REGULATORY SPECIALIST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, performs advanced-level and highly specialized duties related to regulatory review, analysis, and advocacy requiring advanced knowledge and expertise in assigned area and in legislative processes; serves as District liaison to various regulatory bodies, other sanitation districts, and member associations; provides comment, analysis, and testimony to appropriate agencies and boards, on proposed regulations related to the Clean Water Act, Clean Air Act, and other environmental policy, and other official actions; independently performs a wide variety of highly specialized technical duties relative to the assigned area of responsibility; acts as technical leader in setting the direction for the District on policy, regulatory, and permitting issues; coordinates with the District Public Affairs Division regarding position on environmental legislation; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned supervisory and/or management staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the second of two (2) levels within the regulatory job series. This class is the most advanced level in the environmental compliance and regulatory affairs functional areas that performs the highest-level and most specialized regulatory advocacy, and compliance activities, analyses, projects, and programs assigned to classes in this series. Responsibilities may include the oversight of programs and/or projects and leads by example. This class is distinguished from supervisory and management classifications in that, while it is technically an expert, manages large efforts, may be in charge for project/program budgets, and, through management approval, sets project/program goals, objectives, and policy, it does not supervise or manage staff. The Senior Regulatory Specialist is the highest-level professional/technically specialized classification that can be attained without the responsibility of managing other staff. This class is distinguished from the Scientist class series in that the latter has overall technical and management responsibility for the quality and performance of assigned science programs, special projects, and research activities with District-wide and/or regional ramifications.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Provides technical guidance and strategic planning for assigned programs; evaluates available options and makes recommendations for long-term management of programs to comply with regulations; ensures the balancing of economics and environmental protection.
- Establishes and maintains a system for regulatory and legislative tracking; monitors and comments on proposed regulations and legislation; provides comments and informs appropriate District staff of Federal, State, and local regulatory and legislative developments; provides timely legislative and regulatory analysis, comments, opinions, testimony, and technical advocacy; actively participates in the development of rules and regulations affecting the District.
- Provides leadership in formulation of District's policy on various regulatory issues and programs; formulates and makes recommendations on policy decisions; interfaces with regulatory and other governmental agencies.
- Represents the District at various membership association functions; provides assistance to various governmental agencies and political bodies in the preparation of regulations; ensures that the District maintains compliance with all developing regulations.
- Participates in external organizations to broaden the District's role in formulating Federal and State policies applicable to District operations; gives technical presentations on legislative and regulatory issues; attends meetings to exchange information; acts as a liaison with regulatory agencies and technical industry associations.
- Coordinates communication across a broad span of stakeholders to include management, staff, and regulators; notifies appropriate staff of important legislative and regulatory developments; builds relationships with regulators to become a resource to their rule-making process.
- Provides guidance and direction for various compliance and monitoring reporting efforts; assures that all required monthly and annual reports are prepared.
- Ensures contractors are in compliance with all regulatory requirements and contract provisions; verifies that staff is maintaining all federally required records.
- Provides assistance in various special projects, including researching grant funding for various projects; provides support to District management staff.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of regulatory compliance; researches emerging products and enhancements and their applicability to District needs.
- Provides leadership and guidance to others on assigned programs and/or projects. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing special skills; develops and implements work improvements.
- Serves on various technical advisory or professional organization committees; reviews and comments on pending legislation for Federal, State, and local jurisdiction.
- Conducts special research assignments and projects, gathers data, and prepares reports and position papers for consideration by management.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, methods, and techniques of regulatory advocacy, legislative processes, and the operations and functions of related regulatory agencies and officials.
- Advanced scientific principles related to area of assignment such as chemistry, biology, microbiology, and/or hydrology.
- Advanced principles and applications of critical thinking and analysis.
- Advanced methods and techniques of environmental planning, policy, regulations, and laws.
- Advanced principles and practices of public outreach and education.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, laboratory information systems, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Basic principles and practices of employee supervision.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of assigned workgroups or teams related to regulatory compliance and advocacy efforts, programs, and projects; demonstrate strong leadership and project management skills.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Oversee programs and/or projects and by example promote the individual professional growth and development of less experienced staff.
- Resolve conflict through workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Demonstrate safe work practices and procedures in the workplace.
- Train others on proper work procedures and lead by example.
- Apply critical thinking and analysis to a broad range of situations.
- Represent the District to and influence numerous local governments, regulatory agencies, legislative bodies, associations, public agencies, and the general public.
- Make effective presentations before a wide variety of audiences, agencies, and stakeholders.
- Use political acumen and diplomacy in dealing with elected officials, representatives of other governmental and regulatory agencies, and civic and community groups on politically sensitive and potentially volatile issues.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques and advanced methods in reaching independent decisions.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Collect, chart, and compile highly complex and specialized data and participate in the preparation of clear and concise reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Provide guidance and direction to others in regulatory and legislative efforts of the District.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Adhere to safe work practices and procedures in the workplace.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSA.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in environmental science, engineering, law, or a related field; AND,
2. Seven (7) years of increasingly responsible experience involving the analysis of air, land, and water regulatory issues.

Licenses and/or Certifications:

- Valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.