

City of Stockton

REGULATORY COMPLIANCE OFFICER

Spec Adopted:	11/2/95
Resolution:	CS95-102
Established:	5/16/96
Resolution:	CC96-0281
Spec Amended:	4/19/01
Resolution:	CS01-040
Spec Amended:	7/7/12
Ratifying Resolution:	CS12-402
Spec Amended:	1/14/25
To CSC:	1/31/25
CS Status:	Classified
Unit:	Water Supervisory
FLSA Status:	Exempt

DEFINITION

Under general direction, the Regulatory Compliance Officer performs a variety of professional duties involving the implementation of the regulatory and compliance programs of the Municipal Utilities Department (MUD), including tracking new Federal and State legislation and regulations; performing regulatory, legislative, and administrative research and analysis; communicating with other agencies, associations, and citizen groups; and performing related work as assigned.

CLASS CHARACTERISTICS

This single level class performs the full range of duties including monitoring all Federal, State, and public environmental agencies (EPA, California OSHA, State Water Resources Control board, etc.). Employees at this level receive general instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This position must demonstrate a high degree of proficiency in analyzing and reporting on a wide variety of technical, complex, environmental, and regulatory issues.

PRINCIPAL DUTIES (Illustrative Only)

*Duties may include, but are not limited to, the following:*

- Completes the required activities of the MUD regulatory and compliance program, tracking Federal and State legislation; initiates and monitors compliance programs and activities; develops annual action plans and calendar updates, performs legislative research and analysis concerning regulations in drinking water, wastewater, and stormwater.
- Monitors, directs, and participates in the preparation of environmental compliance documents relating to departmental operations and programs.
- Develops compliance programs and/or strategies, reviews environmental compliance regulations, and prepares analysis;
- Prepares, initiates, and manages a variety of environmental compliance related studies.
- Research and prepares correspondence, memoranda, reports, and other written materials.
- Performs complex environmental inspections or reviews, including audits with a variety of field and office personnel and makes recommendations for compliance with various regulatory agencies.
- Provides assistance to the Director or Deputy Directors on legislative or environmental matters as needed.
- Prepares and administers the compliance section budget.
- Researches new materials and techniques and monitors current developments in environmental and regulatory compliance.
- Acts as departmental liaison with Federal, State, and local regulatory agencies concerning compliance programs.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

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- Fosters an environment that embraces integrity, service, inclusion and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs other duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Federal, State, and local laws, rules, regulations, policies, and legislation as they pertain to a public agency; and local governmental functions, organization, and procedures;
- Safety practices and policies related to public utilities;
- Regulatory agency functions, organization, and procedures;
- Current issues and state laws related to water quality functions and policies;
- Modern office practices, methods, and computer equipment including relevant software programs;
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation;
- Safe work practices; and
- Principles and practices of excellent customer service.

#### Skill in:

- Researching, reading, analyzing, evaluating, and summarizing technical and complex information, materials, and data, including policies, regulations, legislation, statutes, codes, and documents;
- Preparing clean, concise, persuasive, and accurate reports, correspondence, and other materials;
- Interpreting and analyzing a variety of administrative issues and making sound policy and procedural recommendations; drafting policy documents;
- Reviewing and understanding Federal, State, and local water quality and environmental laws, rules, regulations, policies, and legislation;
- Understanding divisional, departmental, and organizational goals and objectives;
- Learning organization policies, procedures, and dynamics;
- Coordinating a variety of complex tasks simultaneously;
- Exercising independent judgment and initiative without close supervision;
- Understanding and carrying out oral and written instructions and prioritizing workload to meet deadlines;
- Reading, writing, and comprehending the English language at a level necessary for effective job performance; exercising correct English usage, vocabulary, spelling, grammar, and punctuation;

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- Communicating effectively, tactfully, and positively in both oral and written form, with people at different levels of the organization and with a variety of regulatory agencies;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing appropriate safety procedures and practices for assigned duties; and
- Establishing and maintaining effective working relationships with those contacted in the course of work.

### Education/Experience:

Equivalent to a bachelor's degree from an accredited college or university with a major in physical or biological sciences, civil engineering, environmental studies, business/public administration, or a related field and four years of increasingly responsible experience performing a variety of environmental investigations and inspections in the analysis of water, wastewater, or other environmental services.

A master's degree from an accredited college or university may be substituted for one year of the required experience. A doctorate degree from an accredited college or university may be substituted for two years of the required experience.

### Other Requirements

- Must possess a valid California Driver's License, have, and maintain a satisfactory driving record and be insurable by the City to operate City vehicles;
- Possession of a valid Grade II Environmental Compliance Inspector Certificate issued by the California Water Environmental Association is required within two years of appointment;
- Completion of the 8-hour OSHA First Responder Operations Training is required within two years of appointment; and
- Must be willing to attend evening and weekend meetings, as required.

### Physical/Mental Abilities

- Mobility - Frequent use of keyboard; occasional sitting for long periods of time or walking to perform site visits; occasional bending, kneeling, climbing, or squatting;
- Lifting/Carrying – Frequent lifting up to 10 lbs.; occasional carrying up to 10 lbs.;
- Vision - Constant use of overall vision; frequent reading and close-up work, read and produce printed materials and view information displayed on a digital display terminal;
- Dexterity – Frequent repetitive motion and use of hands; occasional grasping and reaching;
- Hearing/Talking - Frequent hearing and talking, in person and on the phone;
- Emotional/Psychological - Frequent decision-making and concentration exercising sound judgment; frequent co-worker contact; ability to work with the public;
- Environmental Conditions - Occasional exposure to noise, chemicals, fumes, and other environmental substances and constituents and odors associated with water and wastewater

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- treatment plants;
- Working Conditions – Primarily quiet indoor environment; duties are occasionally performed in an outdoor environment with some exposure to year-round weather conditions. May be subject to indoor laboratory equipment or field noise; and
  - Special Requirements – Primarily work days, with occasional evenings and weekends; driving may be required as needed.

*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

APPROVED:



ROSEMARY RIVAS  
DIRECTOR OF HUMAN RESOURCES

DATE: January 14, 2025