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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:	CS2012- 07-19-402
Spec Amended:	<u>1/14/25</u>
To CSC:	<u>1/31/25</u>
CS Status:	Classified
Unit:	Water Supervisory
FLSA Status:	Exempt

City of Stockton

REGULATORY COMPLIANCE OFFICERDEFINITION

Under ~~general administrative~~ direction, the Regulatory Compliance Officer performs a variety of professional duties involving the implementation of the regulatory ~~action~~ and compliance safety programs of the Municipal Utilities Department (M-U-D-), including tracking new Federal and State legislation and regulations, and; performing regulatory, sing legislative, and administrative research and analysis; communicatinges serves as M.U.D.'s Public Information Officer and spokesperson with other agencies, associations, and citizen groups; ~~conducts public meetings, provides technical and complex management assistance; carries out special projects as assigned; interfaces with Federal, State, and local regulatory agencies and;~~ performsing related work as ~~required and other duties as~~ assigned.

CLASS CHARACTERISTICS

This single level class where employees within this class performs the full range of position class reports to the Director of Municipal Utilities and is responsible for duties including monitoring all Federal, State, and public environmental agencies (~~California~~ EPA, California OSHA, State Water Resources Control board, etc.) ~~and various private environmental agencies (Audubon Society, Sierra Club, etc-).~~ Employees at this level receive general only occasional 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 ~~that have Citywide implications.~~

PRINCIPAL DUTIES (Illustrative Only)

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

- ~~1.~~ 1. Completes the required activities of Directs the M-U-D.'s regulatory action 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 storm-water.
- ~~2.~~ 2. Serves as Departmental spokesperson at public meetings and citizen groups; coordinates public information and participation in City programs and projects; develops and/or oversees production of a variety of public information materials, including written, graphics, and visual aids; may conduct public meetings; carries out special projects as assigned.
- ~~3.~~ 3. Monitors, directs, and participates in the preparation of environmental compliance documents relating to departmental operations and programs.
- ~~4.~~ 4. Develops compliance programs and/or strategies. Prepares correspondence, memoranda, reports, and other written materials.

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- ~~r~~Reviews environmental compliance ~~and safety/health~~ regulations, and prepares analysis ~~for the City and/or department; develops compliance programs or strategies.~~
- ~~Prepares, initiates, and manages a variety of environmental compliance related studies.;~~
- ~~r~~Research and prepares correspondence, memoranda, reports, and other written materials.;
- ~~5. Performs complex environmental inspections or reviews, including ;~~
- ~~Provides Performs compliance review services audits and consultation to a variety of field and office personnel and makes recommendations for compliance with various regulatory agencies. in the area of environmental, safety or health regulations. performs audits with a variety of field and office personnel and makes recommendations for compliance with various regulatory agencies.~~
- 6. ~~Personally p~~Performs difficult ~~complex~~ environmental compliance inspections or reviews.
- ~~Provides assistance to the Director of Municipal Utilities or Deputy Directors utility Division Heads, as needed, on legislative or , environmental, or health/safety matters as needed; provides staff support to Council Committees.~~
- 7. ~~8. Prepares, or initiates and manages a variety of environmental compliance related studies, draft reports, and correspondence, for the City Manager, City Council, the Municipal Utilities Department, or the public.~~
- 9. • Prepares and administers the compliance section budget.
- 10. • ~~Researches~~Researches new materials and techniques and monitors ~~s~~ current developments in environmental ~~and safety/health 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.~~
- ~~Fosters an environment that embraces integrity, service, inclusion and collaboration. Be an integral team player, which involves flexibility, cooperation, and communication.~~
- ~~Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.~~
- ~~Performs related other duties as assigned.~~
- 11.

MINIMUM 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;~~
- ~~Elements of the political process in local government;~~
- ~~Safety practices and policies related to public utilities;:-~~
- ~~Structure and purpose of local community agencies and interest groups;~~
- ~~Regulatory agency functions, organization, and procedures;~~

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Principles and practices of public participation and information during the planning of a project;

- Current issues and state laws related to water quality functions and policies;

Modern principles of public administration and community relations;

- 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, and 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;:-

- Representing the City by making oral presentations before large and small groups; Effective communication skills, both verbally and in writing, with people at different levels of the organization and with a variety of those outside the City regulatory agencies;:-

- Reviewing and understanding Learning—Federal, State, and local water quality and environmental laws, rules, regulations, policies, and legislation;:-

Effectively explaining complex technical subjects in simple terms to lay persons;

- Understanding divisional, departmental, and organizational goals and objectives;:-

- Learning organization policies, procedures, and dynamics;:-

- Coordinating a variety of complex tasks simultaneously; and

- 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;

- :-

- 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-

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- ~~Establishing and maintaining effective working relationships with those contacted in the course of work; and~~
~~Contributing effectively to the accomplishments of City goals, objectives and activities.~~

Education/Experience:

~~Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:~~

~~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 Possession of a Bachelor's degree, from an accredited college or university with major course work in Public Health, Physical Sciences, Policy 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.~~

~~three (3) years of significant, directly related experience in Public Utility Administration as a staff member dealing with a variety of governmental regulatory agencies, community and other related groups. A Master's/master's degree from an accredited college or university may be substituted for one (1)-year of the required experience. -A dDoctorate degree from an accredited college or university may be substituted for two (2) years of the required experience.~~

Other Requirements

- ~~Must possess the physical characteristics to perform the critical and important duties of the class.~~
- ~~Must possess a valid California Driver's License, havehave, 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 (2)-years of appointmentappointment;:-~~
- ~~Completion of the Hazardous Material 408-hour OSHA First Responder Operations Training is required within two (2)-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;~~

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- 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 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.

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;~~
- ~~Elements of the political process in local government;~~
- ~~Safety practices and policies related to public utilities.~~
- ~~Structure and purpose of local community agencies and interest groups;~~
- ~~Regulatory agency functions, organization and procedures;~~
- ~~Principles and practices of public participation and information during the planning of a project;~~
- ~~Current issues and state laws related to water quality functions and policies;~~
- ~~Modern principles of public administration and community relations; and~~
- ~~Correct English usage.~~

Skill in:

- ~~Researching, reading, analyzing, evaluating and summarizing technical and complex information, materials and data, including policies, regulations, legislation, statutes, codes and documents.~~

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- ~~Preparing clean and 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;~~
- ~~Representing the City by making oral presentations before large and small groups; communicating effectively, both verbally and in writing, with people at different levels of the organization and with a variety of those outside the City;~~
- ~~Learning Federal, State and local water quality and environmental laws, rules, regulations, policies, legislation;~~
- ~~Effectively explaining complex technical subjects in simple terms to lay persons;~~
- ~~Working with diverse groups to accomplish mutual goals;~~
- ~~Understanding divisional, departmental and organizational goals and objectives;~~
- ~~Learning organization policies, procedures and dynamics;~~
- ~~Establishing and maintaining effective working relationships;~~
- ~~Coordinating a variety of complex tasks simultaneously; and~~
- ~~Exercising sound judgment.~~

signed by

APPROVED:

Original

HAASEROSEMARY RIVAS

TERESIA

OF HUMAN RESOURCES

DIRECTOR

DATE: _____ July 7, 2012

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