



City of Las Cruces

Regulatory Compliance Analyst

CITY OF LAS CRUCES

SALARY	\$69,165.41 - \$99,588.11 Annually	LOCATION	Las Cruces, NM
JOB TYPE	Full-time Regular	JOB NUMBER	F076 07-24 MD
DEPARTMENT	Utilities	OPENING DATE	07/22/2024
CLOSING DATE	8/26/2024 11:59 PM Mountain		

Nature of Work

To provide professional and technical program knowledge and support for environmental matters and regulatory compliance in support of the City's utility operations in accordance with applicable federal, state, and local laws and regulations.

ENVIRONMENTAL FACTORS

Work is typically performed in an office environment; occasional examination of field sites.

PHYSICAL FACTORS

Light physical work involving motor skills when utilizing computer or other instruments; requires work with standard office equipment, scientific equipment, and files; required to operate a vehicle; strong verbal and auditory abilities; visual acuity to review documents, hand written records and typed documents.

WORK SITUATION FACTORS

Extended hours and periodic travel when necessary. Regular attendance is an essential function of this job to ensure continuity of services. Position is subject to drug testing in accordance with applicable State and Federal regulations and City of Las Cruces policies.

FIRST CONSIDERATION MAY BE GIVEN TO CURRENT CITY OF LAS CRUCES EMPLOYEES WHO MEET ALL THE MINIMUM REQUIREMENTS.

Meeting or exceeding the minimum qualifications does not guarantee an invitation to participate in the process.

This position is graded at RX23.

Duties and Responsibilities

- Analyzes and evaluates compliance requirements to determine applicability to the City's circumstances and operations; identifies and anticipates emerging issues of importance to City of Las Cruces utilities; evaluates compliance options and recommends strategies to minimize negative impacts and costs, while optimizing effective control and avoidance of attendant problems.
- Manages special projects and studies to meet compliance requirements or evaluate the impact of proposed/new regulations, which includes coordinating cooperative research and managing feasibility studies.
- On an issue by issue basis, evaluates monitoring and reporting data to determine the status of the City's compliance, seeking clarification when instructions from regulatory agencies appear to contradict permits or regulations; arranges

internal audits at request of the Utilities Director or RES Administrator.

- Advises Utilities Director and Section Administrators of changes in laws, regulations, and policies of regulatory agencies to ensure compliance with regulations, permit requirements, and deadlines; advises and assists during the development of departmental regulatory programs, ordinances, operating procedures, and public outreach.
- Prepares or assists in the preparation of letters and documents that pertain to permit compliance and other regulatory matters, which includes progress reports for compliance schedules, requests for proposals to meet compliance requirements, requests for permit modifications, permit applications, and draft City ordinances.
- Maintains electronic and hard-copy reference materials pertaining to environmental laws, regulations, implementation guidance, agency policies, special projects, and related information.
- Represents City of Las Cruces Utilities during public/stakeholder participation in the development of rules, implementation guidance, and policies; follows the public process in rule making to evaluate and anticipate possible impacts to the City; comments on proposed regulations as they would affect our utility.
- Represents City of Las Cruces Utilities at state and regional meetings of utility industry organizations (e.g. MEQA and WESTCAS) which seek to influence legislation, rule making, and policies of regulatory agencies, both state and federal; collaborates/cooperates with other municipalities through issue-oriented task forces to comment on and propose language for legislation, regulations, and policies.
- Remains current with, and maintains a working knowledge of, applicable laws, regulations and policies, including the Clean Water Act, Safe Drinking Water Act, Resource Conservation and Recovery Act, CERCLA (Superfund), Emergency Planning and Community Right-to-Know Act, and other applicable laws and their subsequent federal and state regulations.

Minimum Qualifications

Bachelor's Degree in Biology, Chemistry, Environmental Science, Engineering, or related field PLUS four years professional experience in environmental regulatory compliance for a public/private utility; master's degree is desired. A combination of education, experience, and training may be applied in accordance with City of Las Cruces policy.

Valid Class D driver's license: position requires an acceptable driving record in accordance with City policy.

Knowledge, Skills, and Abilities

Extensive knowledge of: Rule-making and legislative processes, environmental regulatory practices, requirements associated with environmental laws, and the subsequent federal and state regulations that apply to municipal utility operations in New Mexico; mathematical and chemistry principles; budgets, cost analysis, research methods, report preparation, presentations, environmental issues, and any other related information; water principles, practices, processes, and techniques relating to water and wastewater as they related to the environment of water and wastewater; applicable engineering principles; analytical procedures.

Ability to: Use computer applications for routine tasks (access/download information and documents on the Internet, search and retrieve information from reference CD-ROMs and databases, data analyses, preparation of spreadsheet tables, slides and overheads, and word processing); communicate effectively in writing and orally to a broad range of audiences; clearly document activities for compliance and environmental records; work independently and in teams; occasionally operate a motor vehicle and navigate across even and uneven surfaces.

Skills in: Personal computer and software application use.

Agency

City of Las Cruces

Address

P.O. Box 20000

Las Cruces, New Mexico, 88004

Phone

Website

Regulatory Compliance Analyst Supplemental Questionnaire

*QUESTION 1

Are you a current City of Las Cruces employee? (If you fail to include this information under the work experience section of your application, you may be disqualified from the process).

- Yes
 No

*QUESTION 2

Do you have at a minimum, a Bachelor's Degree in Biology, Chemistry, Environmental Science, Engineering, or related field. (If you fail to include this information under the Education Section of your application, you may be disqualified from the process.)

- Yes
 No

*QUESTION 3

I understand and accept that if my response is "YES" to the question above, I agree to provide proof of the required degree and/or transcript (official or unofficial) if recommended for the position.

- Yes
 No

*QUESTION 4

Do you have at a minimum, four years professional experience in environmental regulatory compliance for a public/private utility. (If you fail to include this information under the Work Experience section of the application, you may be disqualified from the selection process.)

- Yes
 No

*QUESTION 5

This position requires a valid Class D driver's license. Do you meet this requirement? (If you fail to include this information under the certificates and licenses section of the application, you may be disqualified from the selection process.)

- Yes
 No

*QUESTION 6

If you answered "yes" to the previous question above, please indicate the type of license, license number, expiration date, any restrictions or endorsements, and the state that issued the license. If none, type N/A.

*QUESTION 7

This position has a preference for a Master's Degree in Biology, Chemistry, Environmental Science, Engineering, or related field. Do you have this degree?

Yes

No

* Required Question