

## **DEPARTMENT OF NATURAL RESOURCES**

### **POSITION DESCRIPTION**

**Working Title:** Compliance Specialist

**Classification:** Water Supply Specialist - Advanced

**Work Location:** Statewide

#### **POSITION SUMMARY:**

This position is responsible for implementing parts of the Department's public water supply program. This position functions as the lead Safe Drinking Water Act (SDWA) compliance and enforcement specialist for the public drinking water program on a state-wide basis. This position ensures regulatory and policy compliance is consistent with program-wide goals and objectives. This position establishes guidance, monitors, evaluates, and ensures implementation of public drinking water compliance policies by coordinating with other regional program staff, central office staff, other staff experts, and the supervisor. This position provides compliance review of highly complex reports and applications and monitors statewide implementation of the Drinking Water System. This position provides guidance to other department staff to investigate and enforce violations of reporting and sampling requirements. This position requires continual contacts with regional staff, labs, a variety of government agencies and entities, and the public regarding public water supply issues.

#### **GEOGRAPHIC SCOPE AND TRAVEL REQUIREMENTS:**

This position is in the Public Water Supply Program of the Bureau of Drinking Water and Groundwater and can be based in a regional field office or the Central Office in Madison. Travel statewide for compliance meetings and public water program implementation is occasionally required. Some telework may be available for this position.

#### **SCOPE OF AUTHORITY:**

This position works under limited supervision of the Public Water Supply Section Manager in the Bureau of Drinking Water and Groundwater. This position assumes an independent role working with department staff, contractors, and other agencies. This position is non-supervisory. This position provides assistance to meet statewide compliance priorities. This position does not have final approval authority for plans, specifications or legal decisions related to the public water supply program.

#### **GOALS AND TASKS:**

##### **55% A. Serve as Statewide Lead Compliance and Enforcement of SDWA, RTCR, and GWR**

1. Complete federal reporting of statewide compliance data to EPA via FedRep application.
2. Coordinate and train regional compliance specialists, on a statewide basis, to analyze and interpret all bacteriological results to identify all Maximum Contaminant Level (MCL) violations and determine result accuracy and compliance.
3. Provide Drinking Water System reporting assistance to field staff, on a statewide basis, ensuring compliance with the SDWA and in alignment with EPA reporting requirements.
4. Coordinate and train regional compliance specialists, on a statewide basis, to handle bacteriological results that are positive, including compliance assistance on follow up sampling, boil water notices or other public notice requirements.
5. Coordinate and train regional compliance specialists, on a statewide basis, to complete follow up actions with the DNR Representative (Rep) and other local/state agencies (such as the County Contractor, Department of Health or the Department of Ag/Trade/Consumer Protection) to protect public health.
6. Coordinate and train regional compliance specialists, on a statewide basis, to identify SDWA violations and initiate primary enforcement by sending Notice of Noncompliance (NON) letters for Maximum

Contaminant Level (MCL) violations, Monitoring/Reporting (M/R) violations, and Public Notice violations.

7. Coordinate and train regional compliance specialists, on a statewide basis, to code violation actions into the Drinking Water System to show compliance with federal SDWA standards and EPA requirements.
8. Coordinate and train regional compliance specialists, on a statewide basis, to protect groundwater and surface water resources by identifying habitual or continual violations and coordinate with the DNR Rep to discern the cause of the water quality and/or monitoring issue.
9. Lead coordination, on a statewide basis, between the regional compliance specialists, EPA, and the DG program.
10. Provide compliance assistance, on a statewide basis, to regional staff in identifying monitoring and reporting compliance issues, lab issues, and public notification issues.
11. Run violations reports and coordinate, on a statewide basis, with regional staff to determine actions necessary to return the PWS to compliance.
12. Work with labs, on a statewide basis, to address incomplete or incorrect information on sample results to determine compliance.
13. Audit PWS information in the DWS to determine compliance with the SDWA reporting statewide requirements to EPA.
14. Evaluate the ongoing implementation of statewide program policy and coordination and recommend improvements to the Section Manager.

**35% B. SDWA Program Compliance Assistance, Coordination, and Implementation**

1. Track and review statewide PWS compliance with SDWA sampling requirements, treatment techniques and drinking water quality criteria.
2. Lead statewide compliance assistance regarding general monitoring and reporting, lab reporting, and public notifications.
3. Coordinate statewide training, information and education to regional public water staff, external partners, other department staff and the interested public regarding the PWS program.
4. Serve as the Compliance Specialist Statewide consistency team lead.
5. Participate in and contribute to statewide consistency teams or other workgroups that develop recommendations for policy or program improvements.
6. Draft, revise, and maintain statewide policy and implementation documents including program guidance, handbook chapters and procedural matters on defined program segment or topic area.
7. Serve as statewide Lab Liaison for Compliance Specialist Consistency team.
8. Implement state and federal rules governing operator certification and lab certification.
9. Research, analyze, and coordinate SDWA special projects assigned by management.
10. Provide statewide compliance guidance to regional staff, certified operators, labs, and contractors.
11. Coordinate with regional staff to maintain complete and accurate PWS information on file (paper and/or electronic).
12. Ensure statewide compliance with the SDWA reporting requirements to the EPA.
13. Coordinate statewide training of new Public Water Supply staff on defined program segment or topic area.
14. Perform other duties as assigned.

**5% C. Program and Organizational Responsiveness**

1. Provide input for new rules, policies, and data system improvements, as needed.
2. Recommend rule, policy, or data system changes or enhancements for increased efficiency for statewide uses.
3. Mentor and provide training to new DG employees.
4. Integrate with other DNR programs relating to PWS activities.
5. Support the consistent application of policies and procedures. Track potential policy and procedural changes for program managers and help the program adapt to changes that are implemented.

6. Follow established program priorities to focus on issues affecting human health and/or the environment.
7. Communicate lab data issues to Reps and other DNR staff in a timely manner.
8. Ensure timely and complete entry of program data into databases or applications as required. Maintain files according to records retention policies and schedules.
9. Follow established policies for satisfying open record requests and facilitate public file access and review.
10. Assist in the coordination and implementation of the Department's response to emergencies.

**5% E. Team-building and integrated department efforts**

1. Promote and foster effective teamwork within the program and across the department as needed.
2. Attend and participate in program-related and team meetings and training to maintain professional competence, clarify roles/responsibilities, and maintain positive working relationships.
3. Provide cooperative assistance to other programs.
4. Keep informed of activities regarding Bureau of Drinking Water and Groundwater.
5. Participate in implementing strategies for new rules and policies.
6. Review and keep abreast of changes in knowledge and practices of position-related activities.
7. Participate in job-related training and organizational meetings as assigned by supervisor.
8. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
9. Perform other position-related duties as assigned.
10. Follow all general and position-related safety requirements.

**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Skill in written and oral communication and public outreach and educational techniques related to drinking water issues and monitoring/reporting compliance and ability to effectively communicate verbally and in writing with staff, customers and other local/state agencies.
2. Ability to effectively provide guidance and training to staff and other internal and external customers-regarding compliance sampling requirements as it relates to the Safe Drinking Water Act.
3. Skill in the use of personal computers with an emphasis on use of the Microsoft Office Suite, relational databases (specifically the Drinking Water System database), and the internet.
4. Ability to establish and maintain effective team working relationships with co-workers, supervisors, other agency officials, advisory committees, industry partners, and members of the public.
5. Knowledge of general rules related to the Safe Drinking Water Act including the Revised Total Coliform Rule, the Groundwater Rule, and Nitrates.
6. Ability to analyze, interpret and apply federal and state code requirements, specifically the SDWA and NR809.
7. Knowledge of other State, Federal, county, and local health agencies and their roles to protect the health of drinking water and groundwater users.
8. Ability to evoke trust from others by keeping commitments and recognizing individual contributors.
9. Ability to conduct department transactions with honesty and professional ethics.
10. Skill in demonstrating sound professional judgment in analyses and decisions.
11. Ability to work independently and is self-motivated to take action to meet goals.
12. Skilled in planning, prioritizing, sequencing, and managing over-all workload responsibilities to complete tasks in a timely fashion.
13. Skill in the use of DNR manuals, data management systems (Oracle-based and .net based), Arc View software and laboratory procedures as they pertain to all types of water systems.
14. Knowledge of health effects of common contaminants found in drinking water.
15. Ability to interpret drinking water sample and monitoring data.

**PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:**

Strength Requirements: Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 50% over a year's time. Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) about 50% over a year's time.

Physically, this position will spend a majority of time sitting, handling, fingering, talking, hearing and seeing; this position will also require carrying, reaching, bending at the waist, standing, walking and lifting.

Environmental Factors: This position spends approximately 75% or more of time indoors.

**TELEWORK:**

Some telework may be available for this position.