



CITY OF LAKEPORT
COMPLIANCE OFFICER I & II

Job Description

DEFINITION

Under general supervision, performs a wide variety of technical and administrative work to ensure regulatory compliance for the City of Lakeport. Performs research on new and changing regulations affecting the City of Lakeport; interfaces with Federal, State, and local regulatory agencies; performs legislative and administrative research and analysis. Develops plans, procedures and reports to fulfill regulatory requirements; develop and participate in environmental monitoring programs, regulatory permit applications and related projects. Performs or directs the performance of regulatory inspections; carries out special projects as assigned; and performs other duties as assigned.

CLASS CHARACTERISTICS

The Compliance Officer is responsible for monitoring regulations from Federal, State, and local agencies related to matters of environment, safety, and health. This position demonstrates a high degree of proficiency in analyzing a wide variety of technical, complex, environmental, and regulatory issues that have City-wide implications. General direction is provided by the Public Works Director. Responsibilities may include providing supervision to Utilities Department operations and maintenance staff.

ESSENTIAL FUNCTIONS

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

Management Functions:

Develops compliance programs or strategies; provides compliance review services and consultation to a variety of field and office personnel in the area of environmental, safety or health regulations; personally performs difficult environmental compliance inspections or reviews.

Direct the Departments regulatory action program, tracking Federal, State, and local legislation; initiates and monitors compliance programs and activities. Act as departmental liaison with Federal, State and local regulatory agencies concerning compliance programs. Ensure enforcement of City Ordinance. Assist in budget development for compliance activities.

Responsible for monitoring all regulations from Federal, State, and local agencies including but not limited to the California Environmental Protection Agency (Cal-EPA), California Occupational Standards of Health Agency (Cal-OSHA), State Water Resources Control Board (SWRCB), Lake County Air Quality Management District, California Department of Health Services, Lake County Environmental Health, Department of Dam Safety, Fish and Game, Office of Emergency Services and other public agencies.

Duties also include oversight of the implementation and update of Cal-OSHA policies, including the City's Illness Injury Prevention Program and related policies and programs;

compliance on the NPDS storm water permit; coordination with Community Development and Police Departments on code enforcement matters.

Administrative Functions:

Develops a variety of public information materials, including written graphics and visual aids; may conduct public meetings. Monitor, direct and participate in the preparation of environmental compliance documents relating to departmental operations and programs. Prepare correspondence, memoranda, reports, and other written materials. Review environmental compliance and safety/health regulations and prepares analysis for the City. Prepare or initiate a variety of environmental compliance-related studies, draft reports and correspondence for the Public Works Director, City Council, or the public. Prepares and administers the compliance section budget, and researches new materials/techniques and monitors current developments in environmental and safety/health compliance.

QUALIFICATIONS GUIDELINES

Education and/or Experience

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

Level 1: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. Four years of progressively responsible experience in a public utility administration which involved interfacing with a variety of governmental regulatory agencies, the community, and other related groups. Equivalent to an Associate's degree from an accredited college or university with major course work in chemistry, biochemistry, biology, environmental studies, engineering or a related field.

Level 2: Equivalent to graduation from college with a Bachelor's Degree in Public Health, one of the Physical Sciences, or a related field. Any recent training such as academic courses and certification programs that are relevant to this job classification.

Knowledge, Skills and Abilities

Demonstrated Knowledge of:

Federal, State, and local laws, rules, regulations, policies, and legislation as they pertain to a public agency. Elements of the political process in local government. Safety practices and policies. 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 Utilities and City functions and policies. Modern principles of public administration and community relations. Proper English usage and business writing formatting.

Demonstrated Skills to:

Research, read, analyze, evaluate and summarize technical and complex information, materials and data, including policies, regulations, legislation, statutes, codes and documents. Prepare clear and concise, persuasive and accurate reports, correspondence and other materials. Interpret and analyze a variety of administrative issues, and make sound policy and procedural recommendations. Draft policy documents. Represent the City before large and small groups. Communicate effectively, both verbally and in writing, with a variety of people with varying interests. Keep current of Federal, State and local regulatory rules, regulations, policies, legislation. Effectively explain complex technical subjects in simple terms to lay persons. Work with diverse

groups to accomplish mutual goals. Establishes and maintains effective working relationships. Coordinate a variety of complex tasks simultaneously. Exercise sound judgment and exemplify an enthusiastic, resourceful and effective customer service attitude with all who are contacted in the course of the work.

Ability to learn, interpret, and apply City, department and division rules, regulations, policies and practices. Willingness and ability to work the hours necessary to accomplish the job. Be on-call in the event of an emergency. Travel and attend conferences, meetings, seminars, and courses during work and non-work hours.


Special Requirements

May require the possession of a valid California Class C Driver's License and a satisfactory driving record as determined by the City.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

PHYSICAL PROFILE:

Mental and/or physical ability to work in a standard office environment, operate a computer, read fine print, converse over the telephone, mobility to bend, stoop, reach and climb, strength to safely lift and carry 40 pounds and work in adverse physical and climatic conditions, as assigned.

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| CLASS RANGE NO. | Level 1 MM102 |
| CLASS RANGE NO. | Level 2 MM122 |
| FLSA | Exempt |
| ADOPTION DATE | 3/29/12 |
| REVISION DATE | 1/6/2015 |
| APPROVED BY: |  |