



JOB DESCRIPTION

POSITION	Compliance Coordinator	SAFETY SENSITIVE	No
SALARY RANGE	Range 24	ESTABLISHED DATE	09/20/2023
FLSA STATUS	Non-Exempt	REVISION DATE(S)	
HOURS – FT/PT	Full Time		

SUMMARY

The Compliance Coordinator coordinates, organizes, and implements regulatory compliance, development, and grant programs for the district. The incumbent will perform varied, responsible, and complex administrative and technical duties requiring an understanding of District policies and regulations from local, state, federal, environmental, grantors, and/or other regulators. Incumbents must exercise judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures.

DISTINGUISHING CHARACTERISTICS

This position is characterized by the complex reporting requirements and intermediate to high-level skills required to perform the essential duties of the position. The ability to perform analytical research, data compilation, technical document creation, report development, and to interact in a pleasant and helpful manner with District staff, outside agencies, and the general public are essential components to this position. Possession of excellent organizational, prioritization, time management, and communication skills is necessary for the incumbent occupying this position.

SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the department head or as assigned. This incumbent will not supervise any staff, but will manage, and oversee the district's compliance with all regulatory, development, and grant requirements.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with the specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

Essential Functions:

Regulatory

- Ensure the District is in compliance with regulations. Such regulatory agencies include but are not limited to: National Pollutant Discharge Elimination System (NPDES), Mojave Desert Air Quality Management District (MDAQMD), State Water Resources Control Board (SWRCB), California Air Resources Board (CARB), Division of Drinking Water (DDW), San Bernardino County, Environmental Protection Agency (EPA), National Environmental Policy Act, California Environmental Quality Act, CalPERS, EDD, IRS, and any other applicable regulatory agency.
- Maintain a District-wide regulatory matrix that establishes the responsible departments, timelines, submittal procedures, and other regulatory agency requirements.
- Prepares, maintains, and submits assigned monthly, quarterly, and annual regulatory compliance reports for the District's regulators, working with District department heads to ensure all regulatory compliance documents and related tasks are completed accurately and delivered on time.
- Provide timely proactive reminders to responsible parties for regulatory compliance, then coordinate, facilitate, and assist in the preparation of such reports and assist with submittals.
- Maintain submittal evidence records and perform regular audits and reviews to meet all regulatory standards.
- Research emerging contaminants, new regulations, new industry processes, and equipment.
- Analyzes regulatory requirements and determines the impacts on the District as a result of these requirements, including financial and resource impacts.
- Coordinate and ensure all documents are aligned with the document retention policy.
- Maintain regulatory policies and procedures.

Development

- Facilitates and coordinates the development cycle from start to end by assisting varied individuals (i.e., customers, contractors, developers, and staff) in the development administration process with tasks including but not limited to maintaining and updating the development packet and process; providing information on meter and mainline extension; reviewing plans; creating estimates; and providing regular and timely correspondence with all involved parties.
- Coordinate development agreements, such as will/will-not serves, fire flow letters, easement acquisition, conditional approvals, reimbursement agreements, construction agreements, facility dedications, mainline extensions, development-related insurance compliance, and other related development documentation.
- Reports to supervisor and GM regarding any unusual or notable development activities. Prepares accurate and timely will/will not Serve letters for GM signature.
- Develops and maintains specialized databases for tracking development activity; creates standard and special reports, studies, summaries, and analyses.
- May assist or be the liaison with an outside engineering firm.
- Maintains District development and engineering records keeping internal databases up to date with accurate information.
- Track and maintain records on new well drilling activity and provide reports.
- Coordinate with the operations department on development activity.
- Ensure the District's requirements, rules, and regulations are implemented throughout development process.
- Maintain development-related policies and procedures.

Grants

- Serves as a liaison between the District, granting agencies, and grant writers, while assisting with all components of each grant submission, ensuring that the proposal is submitted in accordance with granting agency requirements.
- Maintain internal and external grant management systems to track and record grant activity, awards, and related information to ensure compliance with funding agency requirements.
- Monitors and coordinates the administration of post-award grant activities, ensuring timely reporting and administrative tasks are completed.
- Create special reports, studies, summaries, and analyses; and compile and submit supporting documentation, such as budgets, project plans, and research summaries.
- Conduct research to identify potential funding opportunities, grant sources, and grant writers, including government agencies, foundations, and other relevant organizations. Evaluate eligibility criteria, application deadlines, and funding priorities of potential grants.
- Collaborate with department heads to determine if grant proposals align with organizational objectives.
- Coordinate with the finance department to track grant expenditures and ensure accurate financial reporting.
- Stay informed about grant regulations and reporting requirements changes and ensure timely adjustments to internal processes and procedures.

Other

- Represents the District by coordinating with other local agencies, regulatory agencies, professional associates and technical groups.
- Establishes and maintains cooperative working relationships with staff, vendors, outside agencies, and the public.
- Collaborate with industry professionals to stay updated on trends and policies that align with district objectives.
- Opens and closes the administration building and turns the alarm system on and off.
- Attends safety meetings.
- Performs other special projects and duties as assigned related to the classification.
- Regular attendance at the work site required.
- Opens and closes the building and turns the alarm system on and off.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would provide the necessary knowledge and abilities may be qualifying.

Experience: A typical way to obtain the knowledge and abilities would be to have a minimum of four years of experience overseeing regulatory programs related to water utilities reviewing, monitoring, and responding to regulations related to a water utility.

Education and/or Training:

- High school diploma or equivalent;
- Associate's Degree or Technical Degree from an accredited college or university in the field of regulatory affairs, geography, science, administration, writing, or a related field required. Bachelor's degree desirable.

Certificates, Licenses, Registration:

- Possession of a Project Management certification is desirable.

Other: Must possess and maintain in good standing a valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge of:

- Working knowledge of federal and state drinking water regulations and familiarity with CEQA, NPDES, AQMD, EPA, CUPA, SWRCB DDW, and other regulatory compliance standards.
- Working knowledge of basic research techniques, methods, and procedures.
- Extensive knowledge of Excel, Word, and the development of other technical documents and correspondence.
- Familiarity with regulatory development grant programs and funding resources.
- Proposal development.
- Grant management cycle, including grant writing and reporting.

Skilled in:

- Exceptional time management skills.
- Possess strong written and verbal communication skills.
- Possess strong organizational skills.
- Attention to detail.
- Proficient in grant management systems.
- Possess exceptionally strong computer skills in MS Office 365 suite.

Ability to:

- Be a self-starter and overcome potential obstacles.
- Efficiently organize, prioritize, schedule, and manage daily work activities and meet required deadlines.
- Develop written documentation accurately, concisely, legibly, and timely.
- Conduct research and analytical activities; work independently and as a member of a team with internal and external partners; manage and prioritize projects effectively to meet proposal and reporting deadlines.
- Effectively present information and respond to questions from management, staff and others.
- Interpret data, documents, regulatory codes, new rules, acts, and regulations from various regulatory agencies, then determine the District's compliance obligations and how it will accomplish them.
- Establish and maintain a professional, cooperative, and respectful manner with those contacted in the course of work.
- Ability to communicate effectively verbally and in writing and to understand and carry out verbal and written instructions.
- Ability to think critically and independently with very little oversight.
- Ability to stay on strict time-sensitive schedules and meet project and reporting due dates.
- Ability to read and understand water district terminology.
- Ability to maintain accurate records.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copies, and fax machines on a regular basis. Often required to sit and use hands and fingers, to handle or feel. Occasionally required to stand, walk, reach with arms and hands, climb stairs or balance, and to stoop, kneel, crouch or crawl. Requires close vision and normal range hearing.

Work Environment:

- **Outside:** The duties of this position may require infrequent work in an outdoor setting.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office or shop/warehouse setting or environment.
- **Fumes/Gasses:** On occasion, the duties of this position may require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop/warehouse setting from machinery or heavy equipment are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times.

Travel: On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

Other: Position subject to extended work hours and attending meetings if needed.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities, or requirements.

I understand that this description does not preclude my manager or supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

I have been given a copy of this job description.

Print Employee Name

Employee's Signature

Date