

REGULATORY SPECIALIST**NATURE OF WORK**

This is specialized professional level work assisting staff, consulting Engineers and Architects in planning, coordinating and administering project permitting and other regulatory compliance programs.

An employee in a position allocated to this class is responsible for project permitting and other regulatory compliance activities. The work will typically involve preparing and submitting permit applications, coordinating with design professionals, establishing a permit and condition tracking system, ensuring implementation of development conditions and other regulatory programs, meeting with regulatory agencies and conducting field investigations. Work is performed with minimal supervision and is reviewed through conferences, reports and examples of results obtained.

EXAMPLES OF WORK

Evaluates impact of proposed construction projects to determine permitting requirements.

Works with consultants, project managers and other professionals to identify and secure required permitting.

Assists the department director in negotiating, making presentations and ensuring follow-up/compliance with agreements and/or conditions pertaining to land development programs and building activities.

Prepares permit applications required by local, State and federal agencies.

Assists in the development of mitigation plans required by permitting agencies.

Monitors projects to ensure compliance with permits.

Provides staff support for project managers and director with regard to permitting issues and conditions of development.

May direct the work of lower level employees.

Reviews and comments on proposed legislation, regulations and policies of State, local and regional agencies.

Assists project managers and director in implementing M/WBE program.

May act as project manager for mitigation or other projects.

Serves as liaison with other agencies and general public.

Prepares records, reports and applications.

Performs related work as required.

REGULATORY SPECIALIST - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the terminology, principles and analytical techniques of the physical or natural sciences.

Knowledge of the principles and practices of engineering and architecture as applied to the design and construction of a variety of County facility projects.

Ability to determine work priorities, complete projects and ensure proper monitoring and reporting.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to collect, evaluate, analyze and interpret scientific or technical data.

Ability to understand and apply applicable rules, regulations, policies and procedures relating to environmental and other permitting programs as well as other conditions of development.

Ability to coordinate on an interagency basis and coordinate multiple projects.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Civil Engineering or the physical or natural sciences; three (3) years experience in professional engineering or architecture, environmental regulation or regulatory permitting; or any equivalent combination of related training and experience.