State Hygienic Laboratory
Air Quality
Environmental Specialist

University Classification: Environmental Specialist

UI Job Code: PHC3
UI Pay Level: 3A

Position #: 00193196
Org/Dept/Sub-dept #: 90-9060-00200

Position Reports to: Amanda Hughes
Name 00121971

Position Specific Summary:
Provide environmental and public health information as a part of achieving overall health for the general public and quality of ambient air by performing inspections, sample collection, quantitative and qualitative tests for the identification, monitoring and prevention of air pollution. Monitor ambient air quality conditions for regulatory compliance and to protect public health. Inform and educate the general public as well as the environmental health community regarding laboratory science.

Key Areas of Responsibilities and Specific Job Tasks

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<th>Classification</th>
<th>Key Areas of Responsibilities</th>
<th>Specific Job Duties and Tasks</th>
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<tbody>
<tr>
<td>Sample Collection</td>
<td>• Monitor routine collection of environmental air quality data and samples, routine and/or more complex environmental quality surveys and data collection in various settings and on various matrices.</td>
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<td>Sample Processing</td>
<td>• Perform preliminary and/or routine analytical procedures on environmental samples from various matrices.</td>
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<td></td>
<td>• Maintain chain of custody documentation.</td>
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<td>Data Analysis</td>
<td>• Perform data entry, review data accuracy, assemble structured data sets and prepare summary information in the form of tables, graphs and lists.</td>
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<td>• Verify and analyze data compiled in department and national databases.</td>
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<td>Report Preparation</td>
<td>• Maintain activities log book and assist in the preparation of summary and technical reports.</td>
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<td>Regulatory Compliance</td>
<td>• Remain up to date and familiar with state, federal, and local environmental control laws, rules, and regulations.</td>
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<td>• Review department procedures for compliance with “Redbook” requirements and other assistance documents.</td>
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<td>Outreach and Communication</td>
<td>• Assist in creation and design of outreach materials intended for general public, environmental interest groups and educational groups of all levels.</td>
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<td>• Assist with provision of advice and consultation to internal/external stakeholders.</td>
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<td>Project Design</td>
<td>• May assist in the development of monitoring and analysis projects of environmental and compliance significance and mandates.</td>
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<td>Project Management</td>
<td>• May assist and/or conduct environmental inspections to determine compliance with applicable rules, standards, and regulations.</td>
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<tr>
<td>Leadership</td>
<td>• Provide direction, assignments, feedback, coaching and counseling to assure outcomes are achieved.</td>
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Other duties as assigned.

Universal Competencies

| Positive Impact/Achieving Results | Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results. |
### Service Excellence/Customer Focus

Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.

### Collaboration and Embracing Diversity

Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.

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## Technical Competencies

### Data Gathering and Analysis (Extensive)

- Oversees data gathering and analysis activities for the project(s).
- Advises on advanced data gathering and analysis methodologies and technologies.
- Evaluates the pros and cons of various data analysis methods for the project(s).
- Implements procedures and policies within a data processing function.
- Teaches others how to improve the validity and reliability of data used in various analyses.
- Evaluates best practices of data gathering and analysis.

### Effective Communications (Extensive)

- Communicates well downward, upward, and outward.
- Employs appropriate methods of persuasion when soliciting agreement.
- Maintains focus on the topic at hand.
- Adapts documents and presentations for the intended audience.
- Reviews others' writing or presentations and provides feedback and coaching.
- Demonstrates both empathy and assertiveness when communicating a need or defending a position.

### Effective Presentations (Extensive)

- Delivers formal and informal stand-up presentations or demos to audiences of all kinds.
- Uses various techniques to ensure message received is message intended.
- Develops presentation objectives and organizes key topics, speaking points, materials, and flow.
- Uses multiple presentation tools and techniques, adapting/fitting them to audience and topic.
- Develops responses to unanticipated questions, both friendly and hostile.
- Seeks and uses feedback to improve own presentation effectiveness.

### Environmental Testing/Monitoring (Extensive)

- Supervises specimen/sample collection and processing for various test requests consistent with standard operating procedures, cGLP or other regulations.
- Trains others on the appropriate operation of field equipment; addresses safety issues.
- Oversees the testing/examination of specimens/samples per testing SOP, cGLP or other regulations.
- Evaluates the accuracy of results obtained from field and laboratory tests.
- Recommends solutions to improve existing procedures of field monitoring.
- Directs relevant policy, regulatory and ethics compliance for all environmental monitoring.

### Project Management (Working)

- Plans, estimates, and executes relatively simple projects.
- Assists in detailed project plans including cost, schedule, and resource requirements.
- Asks key questions of stakeholders during the planning stage.
- Provides input to track project progress and status.
- Produces standard project status reports.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their
supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

**Position Qualifications**

**NOTE: Education OR experience may be increased or decreased by one level for most positions.**

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<th>Education or Equivalency Required</th>
<th>A Bachelor's degree in Chemistry, Biology, or a science with emphasis on analytical chemistry or an equivalent combination of education and experience in a similar type of laboratory is required.</th>
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| Required Qualifications           | • Demonstrates a working knowledge of maintaining, servicing, and calibration of Air Quality monitoring equipment.  
• Demonstrates the ability to work with a variety of individuals, both as part of a team and in a leadership role.  
• Must have a valid U.S. driving license and be able to meet the University of Iowa’s Fleet Safety requirements: [https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/fleet-services](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/fleet-services) |
| Desired Qualifications            | • Demonstrates the ability to participate in the improvement and implementation of Air Quality operations.  
• Demonstrates sound business ethics and consistently adheres to and promotes the values and principles in all business and personal transactions at a basic proficiency level. |

See requisition # 18001103 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) within Research Category

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.