The State Hygienic Laboratory in Coralville is looking for an Environmental Analyst, within the Air Quality Unit of the Environmental Health Division. The Environmental Analyst position is primarily a field-based position and requires travel across the state of Iowa, frequently overnight. During sample collection, this position routinely ascends and descends ladders, stairs, and ramps; and consistently raises and lowers objects weighing up to 25 pounds, from one level to another.

The Environmental Analyst performs inspections, sample collection, quantitative and qualitative tests for identification, and monitoring. Ambient air conditions are monitored for regulatory compliance and to protect public health by the prevention of air pollution. The work done is used to inform and educate the general public as well as the environmental health community, regarding ambient air quality.

**Key Areas of Responsibilities and Specific Job Tasks**

NOTE: KAR definitions can be used as duties, however duties should be made specific to each position

<table>
<thead>
<tr>
<th>Classification Key Areas of Responsibility</th>
<th>Specific Job Duties and Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Collection</td>
<td>● Perform 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>
</tr>
<tr>
<td>Sample Processing</td>
<td>● Perform preliminary and/or routine analytical procedures on environmental samples from various matrices. Maintain chain of custody documentation.</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Report Preparation</td>
<td>● Maintain activities log book and assist in the preparation of summary and technical reports and professional journal articles.</td>
</tr>
<tr>
<td>Regulatory Compliance</td>
<td>● Needs to maintain knowledge of state, federal, and local environmental control laws, rules, and regulations.</td>
</tr>
</tbody>
</table>
| Outreach and Communication                  | ● Assist in creation and design of outreach materials and/or deliver presentations to general public, environmental interest groups and educational groups of all levels.  
                                          |   ● Assist with provision of advice and consultation to internal/external stakeholders. |
| Project Design                              | ● May assist in the development of monitoring and analysis projects of environmental and compliance significance and mandates. |
| Project Management                          | ● May assist and/or conduct environmental inspections to determine compliance with applicable rules, standards, and regulations.  
                                          |   ● File notices with Iowa DNR. |

**Universal Competencies**

| Collaboration/Positive Impact | Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. |
Diversity, Equity and Inclusion

Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.

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.

Technical Competencies

Data Gathering and Analysis

(Working)

- Participates in gathering and analyzing data for a project or projects.
- Utilizes the basic data collection and evaluation tools and techniques.
- Follows proper data gathering and analysis processes and policies.
- Reports problems that arise in the data collection process.
- Reviews the results to ensure the quality and accuracy of data gathering and analysis.

Effective Communications

(Working)

- Makes oral presentations and writes reports needed for own work.
- Avoids technical jargon when inappropriate.
- Looks for and considers non-verbal cues from individuals and groups.
- Listens to feedback without defensiveness and uses it for own communication effectiveness.
- Delivers helpful feedback that focuses on behaviors without offending the recipient.

Effective Presentations

(Working)

- Prepares and delivers formal presentations to small and friendly audiences.
- Organizes key points and supporting information for a topic as appropriate for the audience.
- Provides a suitable level of detail using appropriate terminology.
- Anticipates and prepares for audience questions.
- Uses feedback on own presentations to improve.

Environmental Testing/Monitoring

(Working)

- Participates in collecting and processing samples according to test requests, standard operating procedures, and/or cGLP or comparable regulations.
- Operates field equipment required to collect and examine samples.
- Produces reports based on field monitoring results to help further research, surveillance, decontamination.
- Adheres to relevant policies and ethics for field and laboratory testing.
- Discusses major field factors that can affect the accuracy of laboratory test results.

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.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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

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Environmental Analyst
LOCAL JOB DESCRIPTION 01/2020
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

<table>
<thead>
<tr>
<th>Education or Equivalency Required</th>
<th>A bachelor’s degree in Environmental Science, Chemistry, Biology, or a science with emphasis on analytical chemistry, or related field or an equivalent combination of education and experience is required.</th>
</tr>
</thead>
</table>
| Required Qualification            | • Demonstrate excellent communication, interpersonal, and relationship management skills, and ability to interact positively with a diverse population.  
• Possession of a valid state or commercial driver's license, and ability to meet University Fleet Safety Standards. |
| Desirable Qualification           | • Demonstrates a working knowledge of maintaining, servicing, and calibration of Air Quality monitoring equipment.  
• Demonstrates work toward improvement and implementation of Air Quality Operations.  
• Demonstrates a commitment to business and scientific ethics, and can explain the rationale and importance of basic business ethics. |

See requisition # 20001180 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)

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.