University Classification: Environmental Analyst  
Job Code: PHC2  
Pay Level: 2A  
Org/Dept/Sub-dept #: 90-9060-00150  
Position #:  
Name: Amanda Hughes  
Position Reports to: Amanda Hughes 00121971  

Position Specific Summary:  
This Professional and Scientific position will be filled as either an Environmental Analyst (PHC2) or Environmental Specialist (PHC3) based on candidate qualifications and interview evaluation. To express interest for consideration at both levels, please apply to both requisitions, 21001752 and 21001753.

The State Hygienic Laboratory in Coralville Iowa, is looking for an Environmental Analyst, or Environmental Specialist, within the Air Quality Unit of the Environmental Health Division. 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. This is 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.

Key Areas of Responsibilities and Specific Job Tasks

<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 sample surveys and data collection in various outdoor settings.</td>
</tr>
</tbody>
</table>
| Sample Processing                        | • Perform preliminary and/or routine analytical procedures on environmental samples from various instrumentation.  
                                           | • Maintain chain of custody documentation. |
| Data Analysis                             | • Perform data entry, review data accuracy, assemble structured data sets and prepare summary information in the form of tables, graphs and lists. |
| Report Preparation                        | • Maintain activities log book and assist in the preparation of summary and technical reports. |
| Regulatory Compliance                     | • Maintain knowledge of state, federal, and local environmental control laws, rules, and regulations. |
| Outreach and Communication                | • 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. |

Universal Competencies

<table>
<thead>
<tr>
<th>Classification/Positive Impact</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversity, Equity and Inclusion</td>
<td>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,</td>
</tr>
</tbody>
</table>
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

| Analytical Thinking (Basic) | - Plans, estimates, and executes relatively simple projects.  
- Asks key questions of stakeholders during the planning stage.  
- Provides input to track project progress and status.  
- Produces standard project status reports. |
| Data Gathering and Analysis (Basic) | - Documents basic data-gathering methodologies.  
- Identifies key objectives in gathering and analyzing data about learning needs.  
- Describes alternative data-gathering techniques and tools.  
- Identifies the purposes of data gathering and analysis. |
| Effective Communication (Working) | - 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. |
| Environmental Testing/ Monitoring (Basic) | - Identifies the key concepts and procedures of environmental testing.  
- Lists common types of field tests performed in environmental monitoring.  
- Documents major features and functions of environmental field test equipment.  
- Describes safety issues and legal considerations associated with field testing. |
| Sample Management (Working) | - Collects samples with strict adherence to established procedures and test requisitions.  
- Labels and packs samples to be ready for transport; prepares relevant documents.  
- Follows laboratory protocols and procedures to handle samples in case they are hazardous.  
- Records information (e.g. type, date of referral) for referred samples.  
- Monitors the integrity of samples according to testing purposes and requirements. |

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 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 # 21001752 and # 21001753 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.