

**ENVIRONMENTAL MONITORING SERVICES ADMINISTRATOR
(GUAM ENVIRONMENTAL PROTECTION AGENCY)**

NATURE OF WORK

This position administers an island-wide environmental and analytical monitoring services programs involved in the enforcement of Guam's water, air, and solid/hazardous waste.

ILLUSTRATIVE EXAMPLES OF WORK (Any one position may not include all the duties listed nor do the examples cover all the duties which may be performed.)

Oversees the development of a territorial-wide environmental monitoring strategy completed with goals and objectives for federal grant applications.

Evaluates the need for monitoring strategy changes based on the statistical evaluation of data, the division staff recommendations, and periodic reviews with other division administrators.

Administers the quality assurance and laboratory certification programs for all private, government of Guam and federal water laboratories as the Island's Quality Assurance and Laboratory Certification Officer.

Establishes operational effectiveness with quality assurance programs, participation in inter-laboratory analysis of performance evaluation samples, and staff evaluation.

Provides direction by establishing policies and procedures for the division's activities.

Provides recommendations on environmental impact assessments and protection plans.

Prepares divisional federal grant applications for water, air and solid/hazardous waste programs, and the budget.

Participates in meetings and conferences with business, civic and professional individuals or groups in areas of environmental concerns.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of surveillance and laboratory analyses.

Knowledge of the analytical methods used in monitoring the physical, chemical, microbiological and biological quality of the environment.

Knowledge of the purpose, scope, limitations, regulations and laws pertinent to the monitoring division's activities.

Knowledge of the rules, regulations, policies and procedures of federal grant programs.

Knowledge of the procedures, regulations and laws applicable to quality assurance and laboratory certification programs.

Proficient in the utilization of all laboratory equipment and instrument common to an environmental laboratory, including but not limited to, dark field and polarized light micrography atomic absorption spectrophotometry, gas chromatography and ultraviolet spectrophotometry, florospectrometry, and instruments used in specification determination; and the ability to service, calibrate and maintain these instruments and equipment that quarantees their integrity and the useability of the information generated by their use.

Ability to prepare standard solutions and analytical reagents, demonstrating their reliability by calculating and verifying normality, using standard additions and dilutions and other procedures assuring their concentrations.

Ability to evaluate analytical data using statistical methods such as least square and probability projections and frequency distributions.

Ability to read and write reviews and reports, particularly those involving highly technical information that would be suitable for inclusion in professional journals and publications.

Ability to coordinate and administer monitoring division activities supporting the regulatory responsibilities of the agency.

Ability to make decisions in accordance with the agency's guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Three years of professional experience in environmental monitoring, with emphasis in the field and laboratory analysis and data interpretation, one year of supervisory experience, and graduation from a recognized college or university with a Master's degree in environmental health, chemistry, biology, physical science or closely related field; or
- B. Four years of professional experience in environmental monitoring, with emphasis in the field and laboratory analysis and data interpretation, two years of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in environmental health, chemistry, biology, physical science or closely related field; or

C. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Established: August 1998



ELOY P. HARA
EXECUTIVE DIRECTOR
CIVIL SERVICE COMMISSION

HAY EVALUATION

KNOW-HOW:	EII3	304
PROBLEM SOLVING:	E3 (38%)	115
ACCOUNTABILITY:	E2C	<u>132</u>
TOTAL POINTS		551
PAY GRADE		P