

**Position Description**  
**Department of Natural Resources**

**WORKING TITLE:** Emerging Contaminants Technical Operations Coordinator

**CLASSIFICATION:** Natural Resources Program Coordinator

**LOCATION:** Central Office – Madison

**Position Summary:**

Under the general supervision of the EM Division Policy Director, this position has division-wide administrative policy responsibilities within the Environmental Management Division's Office of Emerging Contaminants for implementing, overseeing, tracking and coordinating efforts to address emerging contaminants (e.g., PFAS). This position is involved with the development of the policy and programmatic budgets, administrative and program-specific policies, the cross-program coordination of personnel efforts, and the coordination of funding related to emerging contaminants. This position will work directly with technical and policy staff to coordinate efforts of the Division's six major programs, as well as other state agencies. This position provides professional level policy and implementation recommendations to the EM Division Policy Director, Division Administrator and Secretary's Office on complex issues. This position serves as staff support for the Governor's Wisconsin PFAS Action Council (WisPAC). This position ensures the successful day-to-day business operations of the Office of Emerging Contaminants and the inter-program efforts to address emerging contaminants, such as PFAS, around the state.

**GEOGRAPHIC SCOPE AND TRAVEL REQUIREMENTS:** This position is located in Central Office in Madison. The position will require periodic overnight travel both in and out of state. Position responsibilities do not allow for on-going telework.

**Scope of Authority:** This position works under the general supervision and reports to the EM Division Policy Director in the Office of Emerging Contaminants, within the Environmental Management Division. This position works regularly with the Policy Director, Division Administrator, Deputy Division Administrators, Program Directors in the division, and Secretary's office. This position functions as a liaison to federal, local, and other state agencies. This position supervises an executive staff assistant limited term employee.

**Responsibilities and Accountabilities:**

**60% A. Serves as Division's operations coordinator for emerging contaminants.**

- A1. Supervises an executive staff assistant limited term employee.
- A2. Ensures day-to-day coordination and administration of the work of multi-disciplinary teams, including resource allocation and workplanning, to develop technical protocols, standard and policy for emerging contaminants, including PFAS substances.
- A3. Acts as the systems/operations manager for the entire Environmental Management Division on emerging contaminants to include gathering information from, and coordinating activities of, six division programs statewide.

- A4. Ensures coordination and communication among district offices, central office programs, external parties, and EM division staff.
- A5. Tracks emerging contaminant appropriations and expenditures (including those for PFAS), ensuring contracts are appropriate for various specific funding sources. Schedules and coordinates budget conversations between the contract management staff and division administration emerging contaminant matters and ensures others in management and division staff are aware of the budget status.
- A6. Assists with the development of the DNR budget for emerging contaminants and reviews and contracts for related activities as recommended by the division.
- A7. Assists with responding to requests from the Governor's Office pertaining to emerging contaminants, including PFAS.
- A8. Serves as staff support for the Wisconsin PFAS Action Council (WisPAC) and associated workgroups. Develops agendas for, and assist in leading, the multiagency workgroup and track activities of the workgroup.
- A9. Participates in inter-departmental workgroups related to emerging and other environmental contaminants, involving DNR divisions and other agencies. This position serves as the common link between workgroups from the different program areas, ensuring coordination and consistent messaging.
- A10. Together with the EM Division Policy Director and the EM Outreach and Communications Coordinator, ensures the division provides the necessary support for WisPAC, including but not limited to media, communications, and legislative coordination.
- A11. Works with EM Division Emerging Contaminant Outreach staff and Communications staff on public information materials. Oversees development by program staff of communication tools, including editorials; educational/outreach materials; maps showing impacted areas in the state and hydrogeology of emerging contaminants; materials for the WisPAC website; letters to stakeholders, residents in study areas, owners/operators of businesses in impacted areas; and materials produced by other WisPAC agencies; to ensure accuracy and consistency with DNR communications.
- A12. Works with the EM division and other programs to develop and implement tracking mechanisms for emerging and other environmental contaminant activities, as well as decision trees for sites in the state.
- A13. Proposes agendas and coordinates speakers for emerging contaminant internal meetings and trainings that may be attended by the DNR Secretary's Office, division administrators, the EM leadership team, DNR staff and staff from other interested agency partners.
- A14. Facilitates communication on technical issues across programs and divisions to help ensure that staff are sharing data and information when investigating emerging contaminants, including PFAS contamination.

**20% B. Provides emerging contaminant policy and implementation advice and development to division leadership.**

- B1. Coordinate the development and regular communication of situational reports. Review reports for accuracy. Identify issues of concern in any and all program areas, including obstacles to achieving outcomes at a site level or on a statewide programmatic level. Recommend solutions to resolve issues to EM division leadership.
- B2. Assist the DNR legislative staff with information gathering from the team and site leads and analysis of the data to communicate with state and federally elected officials.

- B3. Provide communication up and down between program workgroups, division and department leadership and WisPAC. Responsible to raise issues of potential concern from workgroups to EM division leadership and follow up with staff.
- B4. Reviews data sampling results, reports, and other technical information and summarizes for the EM leadership team and others as requested. Determine relevancy for public communication. Coordinate roll-out plans with Emerging Contaminants Outreach staff and Communications staff.
- B5. Assists the EM division leadership with coordination of their activities with WisPAC members.

**20% C. Coordinate the development of technical, scientific, and policy-related guidance and administrative rules associated with emerging contaminants, including PFAS.**

- C1. Coordinates or develops guidance and informational documents on technical and policy issues associated with emerging contaminants, including PFAS, by translating these high-level issues into publications for the general public's use.
- C2. Works with Policy Director and division leadership to set goals, objectives and strategies for prioritization and completion of technical guidance documents based on strategic initiatives, as well as department-wide directives.
- C3. Leads efforts to resolve technical issues with ad hoc teams developing guidance documents, including researching applicable technologies and processes, identifying department legal authority to request externals to complete or submit technical documents, and ensuring technical guidance is consistent with department policy and applicable laws.
- C4. Seeks and interprets legal review as necessary on guidance documents. Provides recommendations to program directors on legal issues and applicability of 21-day public participation and meets the requirements of Act 21 provisions.

**Knowledges, Skills and Abilities:**

- 1. Ability to conduct analysis of complex legal, technical and policy issues and to present those to decision makers in an effective manner.
- 2. Ability to communicate verbally and in written form in an effective manner, particularly taking complex materials and translating them into layperson's terms.
- 3. Knowledge of geology and hydrogeology, chemistry, soil science, remedial system design, biology and/or atmospheric sciences.
- 4. Knowledge environmental sampling techniques and QA/QC requirements.
- 5. Knowledge of scientific principles and processes related to the multiple environmental media. Ability to plan and manage multiple projects
- 6. Skilled in the use of word processing, spreadsheet, and communication software programs
- 7. Ability to lead, delegate, foster team participation, address conflict resolution and time management.
- 8. Ability to work with external stakeholders and elected officials in a professional manner.
- 9. Ability to solve complex problems, sound reasoning, independent judgment and initiative to accomplish tasks.
- 10. Knowledge in the interpretation of Wisconsin statutes and administrative code.
- 11. Knowledge on department, and other state and federal efforts to address emerging contaminants and technical/policy issues.
- 12. Ability to convey program/division/departmental policy on emerging issues in a professional manner to all types of stakeholders.

**Physical Requirements and Environmental Factors:**

**Strength Requirements**

Medium work-exerting 20-50 pounds of force occasionally- less than 10% over a year's time.

Physically, this position will spend a portion of time indoors, doing work on computers and in meetings and working with other program staff. Periodically the position will travel to give presentations and assist staff with compliance and sampling inspections. This will require driving and may require occasional lifting/carrying of materials. This position may also require outdoor work, and that may require the need to address extreme cold/heat and can require kneeling, crouching, carrying and lifting.

Environmental Factors: Indoors with a large amount of time on computers. Outdoors at sites that may contain hazardous substances.

**Telework Evaluation:** Telework is not a viable option for this position at this time.