

POSITION DESCRIPTION

Environmental Analysis and Review Specialist – LTE

Working Title: Agricultural Impact Statement Program (AIS) – LTE

Division of Agricultural Resource Management – Bureau of Land and Water Resources

POSITION SUMMARY:

This is an entry-level professional position that performs a wide variety of environmental analysis work for the Land and Water Resources Bureau under the direction of the Land and Resource Management Section Manager. The position provides environmental analysis and review work for Bureau programs including the Agricultural Impact Statement Program (AIS) and Farmland Preservation Program (FPP). The position will also provide public information and interpretation of policies, procedures, and statutes. Work is performed under close progressing to limited supervision.

GOALS AND WORKER ACTIVITIES:

GOAL A (80%): Assist with Administration of Agricultural Impact Statement (AIS) Program

- A1. Compile information or data needed to prepare an AIS, including review of agricultural impact notification, county farmland preservation plans and ordinances, soil survey data, the Census of Agriculture, Public Service Commission Electronic Records Filing submissions etc.
- A2. Interview and survey affected farm operators and farmland owners. Process and analyze collected information.
- A3. Contribute to authoring AISs and addendums to existing AISs. Contributions may include development of project introductions, descriptions, analysis agriculture and conservation programming, agricultural impacts, agricultural impact mitigation and other administrative elements. Implement publication strategy for analyses.
- A4. Administer billing related to AIS program activities.

GOAL B (20%): Support other land and resource management program administration and analysis as assigned.

- B1. Assist with administration of Farmland Preservation Program (FPP).
- B2. Assist FPP manager with processing of FPP agreements and with the Agricultural Enterprise Area program, including program outreach, technical assistance, and the designation process.
- B3. Support related land use analyses or administrative efforts as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Knowledge of soil and water conservation principles and practices OR Knowledge of transportation or utility construction practices and best management practices.
 - B. Knowledge pertaining to soil and water conservation, Wisconsin eminent domain law, and/or local land use planning and regulation, and government agencies that administer agriculture-related programs and the ability to apply relevant information to Bureau programs.
 - C. Experience with data analysis methods to process, examine and model data to draw conclusions and inform decision making. Relevant experience may include analyzing survey data or other datasets, compiling graphical or visual representations, spatial data analysis, etc.
 - D. Familiarity with and ability to use ESRI ArcMap GIS software to review spatial data, generate maps and conduct analysis.
-

POSITION DESCRIPTION**Environmental Analysis and Review Specialist – LTE****Working Title: Agricultural Impact Statement Program (AIS) – LTE****Division of Agricultural Resource Management – Bureau of Land and Water Resources**

- E. Ability to use office equipment such as word processors, presentation programs, spreadsheets, database applications, and copy/scanning machines.
- F. Effective written and oral communication.
- G. Strong interpersonal skills and the ability to function effectively in a team environment.
- H. Effective organizational and time management skills including the ability to manage competing priorities.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license including personal automobile insurance, or the ability to provide one's own transportation for work purposes, is required.
 - Travel is required for up to 10% of this position's duties.
-