

POSITION SUMMARY:

This position serves under the general supervision of the Land and Resource Management Section Manager and is classified as an environmental analysis and review specialist - advanced. This position's primary responsibility involves natural resource management and related planning, which is carried out by providing assistance to counties in the preparation and implementation of land and water resource management (LWRM) plans. The position also has responsibilities for providing guidance and assistance to implement local regulation and planning affecting farms, including review of proposed ordinances affecting livestock and agricultural operations. The position provides support and coordination for Bureau programs including work involving the Land and Water Conservation Board (LWCB) and the Livestock Facility Siting Review Board (LFSRB).

GOALS AND WORKER ACTIVITIES:

55% GOAL A: Administer land and water resource management (LWRM) program and related planning and evaluation activities.

- A.1 Provide planning, technical and environmental guidance regarding the development and implementation of LWRM plans.
- A.2 Work directly with county conservation staff to prepare land and water resource management plans, and provide necessary assistance to assess local resource conditions, identify needs and priorities, and develop plans, including annual plans, that clearly reflect priorities and articulate measurable actions to achieve goals and objectives.
- A.3 Review individual county LWRM plans based on chapter 92, Stats., ATCP 50, Wis. Adm. Code, and the department's planning guidelines, in consultation with staff from the Department of Natural Resources (DNR), and present the department's findings to the Land and Water Conservation Board (LWCB).
- A.4 Conduct on-site visits and evaluations of county conservation projects, evaluating county conservation practices to ensure compliance with plans. Provide feedback to representatives on plan implementation, progress, quality, and impacts.
- A.5 Maintain program files and records, and prepare reports, orders, and other program documents, as required, and use database to track plan expiration and other key dates.
- A.6 Facilitate and assist with the collection of conservation and plan implementation data, analysis and evaluation of data, preparation of recommendations related to policies and procedures, and implementation of program changes to maintain the quality of the local planning process and ensure the efficient administration of the LWRM program.
- A.7 Participate as a member of bureau team in implementation of planning and related requirements to meet state goals for conservation, land use and farmland protection.
- A.8 Serve as the department representative on matters related to LWRM plans, preparing, and presenting program reports at board meetings, and participating in other meetings and activities with key stakeholders.

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35% GOAL B: Provides analysis, recommendations and technical assistance pertaining to farm regulation, including review of manure storage, livestock siting facility and other ordinances.

- B.1 Develop and maintain necessary materials to provide technical assistance and support, including checklists and model ordinances, and serve as a bureau contact for counties and other stakeholders seeking technical assistance.
- B.2 Conduct analysis and provide recommendations to meet local regulatory needs and assure compliance with state rules and regulations, including compliance with the state agricultural performance standards and prohibitions.
- B.3 Oversee the review and analysis of manure storage and other ordinances to ensure consistency with state statutes, administrative rules, and applicable guidelines, including these responsibilities: assist bureau staff in routine review of ordinances, directly handle the review of complex ordinances, and recommend approval of ordinances as required under chapters 91, 92, 93, Stats.
- B.4 Provide comments and recommendations based on ordinance review to meet local regulatory needs and assure compliance with state law.
- B.5 Assist in the collection, organization and review of ordinances and permit applications related to the Livestock Facility Siting Law (s. 93.90, Stats.). Review involves the application of environmental and other standards.
- B.6 Work with other department staff including the Bureau's outreach and training coordinator to facilitate outreach, education and other assistance to farmers, local governments and others affected by the law. Activities may include needs assessment and identification, materials development, and coordination of presentations.
- B.7 Perform activities related to the development and administration of rules implementing conservation standards promulgated under chapters 91, 92 and 93, Stats., including support for rule making activities.

10% Goal C: Provide coordination and support for Bureau programs and activities.

- C.1 Serve as the Bureau's primary professional contact to the Land Water Conservation Board (LWCB) to support implementation of LWRM-related activities (including Board-approved LWRM plan criteria, LWRM plan extensions and revisions) and coordinate involvement of others whose programs are within the purview of the LWCB.
- C.2 Assist in the preparation of materials for the LWCB, consistent with bureau guidelines and policies for submission of material, and perform other support activities as needed.
- C.3 Lead Coordination of annual field meeting for the LWCB.
- C.4 Work with assigned staff attorney and others to manage and support the meetings of the Livestock Facility Siting Review Board (LFSRB), including coordination of appeals on the LFSRB docket.
- C.5 Liaise with Soil and Water Resource Management Grants team on grant funded projects related to LWRM implementation activities. Support implementation of grant-funded projects by preparing required paperwork (budgets, accomplishment reports, time reporting) and carrying out required activities as assigned.

- C.6 Perform other activities as needed, including coordination of training, to implement Bureau programs and activities, consistent with the experience, training and skills required of this position.

KNOWLEDGE AND ABILITIES REQUIRED BY THIS POSITION:

- A. Extensive knowledge of the principles and practices of soil and water conservation.
- B. Extensive knowledge of planning techniques related to resource management including methods to identify resource concerns, and approaches to effectively manage those concerns.
- C. Considerable knowledge of local, state, and federal programs and regulatory requirements related to soil and water conservation.
- D. Considerable knowledge and skills in the principles and techniques of written and oral communication.
- E. Knowledge of data and analysis techniques used to evaluate and monitor progress toward meeting soil and water conservation goals and objectives.
- F. Knowledge of the processes used to evaluate programs and to analyze policy proposals.
- G. Ability to synthesize a broad and diverse range of facts and objectives and to establish innovative conclusions and recommendations based on this synthesis.
- H. Ability to use computer applications for developing and managing data bases, spreadsheets, and word processing.
- I. Ability to function effectively in a team environment.

Special Requirements: 1) Occasional in-state travel will be required; 2) Possession of a valid WI driver's license or ability to provide one's own transportation for work purposes.

WORKING ENVIRONMENT: Work activities will primarily be completed in an office setting.