



**State Hygienic Laboratory
Environmental Health Division
Environmental Analyst**

Position Detail Categories	Position Details
University Classification:	Environmental Analyst
Job Code / Pay Level:	PHC2 / 3A
Position Number:	00304584
Org / Dept / Sub-Dept #:	90-9060
Position reports to (Name):	Kyle Skoff

Position Specific Summary

The State Hygienic Laboratory in Coralville is looking for an Environmental Analyst, within the Limnology Section of the Environmental Health Division. This position is primarily a field-based position and requires travel across the state of Iowa, occasionally overnight. This position will routinely participate in fieldwork that involves carrying field equipment up to 60 pounds and occasionally hiking long distances across varied terrain to access targeted river/stream systems, sometimes under adverse environmental conditions. This position also performs sample collection and quantitative and qualitative tests for monitoring of Iowa’s aquatic resources. The work done is used to provide quality data to regulatory agencies within the state and at the federal level. Additionally, we inform and educate the public as well as the environmental health community, regarding ambient water quality.

Work Schedule: Monday - Friday 7:00am to 3:30pm. Occasional weekend work possible.

Work Location: Coralville, Iowa.

Work Modality: In-Person, on-site.

Key Areas of Responsibilities and Specific Job Tasks

Key Areas of Responsibility	Specific Job Duties and Tasks
Sample Collection	<ul style="list-style-type: none"> • Perform collection of water. This includes routine and/or more complex environmental quality surveys and data collection from lakes, rivers, and streams. • Collect biological (fish and aquatic invertebrate) samples from lakes river and streams using several different collection methods. • Perform habitat surveys on rivers and streams. • Operate and maintain various, field meters, automated samplers and dataloggers • Perform compliance inspections of wastewater from treatment plants.
Sample Processing	<ul style="list-style-type: none"> • Perform preliminary and/or routine analytical procedures on environmental samples from various matrices. • Maintain chain of custody documentation and oversight. • Field taxonomy of Iowa fish species and a basic understanding of aquatic invertebrate taxonomy. • Perform chlorophyll analysis in the lab.

Data Analysis	<ul style="list-style-type: none"> • Perform data entry, review data accuracy, assemble structured data sets and prepare summary information in the form of tables, graphs and lists. • Interpret, draw conclusions, and explain results for the spectrum of simple to complex projects to clients of various backgrounds.
Report Preparation	<ul style="list-style-type: none"> • Maintain activities logbook • Assist in the preparation of summary and technical reports (written and oral) for clients. • Assist in preparation of professional journal articles
Regulatory Compliance	<ul style="list-style-type: none"> • Assure application of state, federal, and local environmental control laws, rules, and regulations • Perform and advise clients in compliance sampling inspection of wastewater • Obtain and follow collecting permits or other required documentation • Collect and analyze samples following accreditation requirements
Outreach and Communication	<ul style="list-style-type: none"> • Assist in creation and design of outreach materials and/or deliver presentations to general public, environmental interest groups and educational groups of all levels. • Assist with provision of advice and consultation to internal/external stakeholders.
Project Design	<ul style="list-style-type: none"> • Assist in the development of monitoring and analysis projects of environmental and compliance significance and mandates. • Collaborate with internal and external entities on environmental/public health related studies/projects
Project Management	<ul style="list-style-type: none"> • Assist and/or conduct environmental inspections to determine compliance with applicable rules, standards, and regulations. • File notices with Iowa DNR. • Report and document section activities status to section supervisor. • Ensure all project requirements are fulfilled on time. • Directly notify clients when collection and analysis issues that arise.

Universal Competencies

Universal Competencies should be integrated into the performance review process. For detailed descriptions and proficiency levels, visit the [Universal Competencies](#) page.

Technical Competencies

Competency title	Typical behaviors
Data Gathering and Analysis (Basic)	<ul style="list-style-type: none"> • Documents basic data-gathering methodologies. • Identifies key objectives in gathering and analyzing data for the specific need/project. • Describes alternative data-gathering techniques and tools. • Identifies the purposes of data gathering and analysis.
Effective Communications (Working)	<ul style="list-style-type: none"> • Makes oral presentations and writes reports needed for own work. • 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.
Effective Presentations (Basic)	<ul style="list-style-type: none"> • Describes different types of formal presentations.

	<ul style="list-style-type: none"> • Explains the importance of targeting presentations to the audience. • Describes basic presentation tools and techniques. • Describes resources available for advice and support for making presentations.
Environmental Testing / Monitoring (Basic)	<ul style="list-style-type: none"> • 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.
Project Management (Basic)	<ul style="list-style-type: none"> • Understands the concepts of phase, activity, task, and deliverable. • Can explain the concept of critical path. • Can explain key objectives, phases, and deliverables of a current project. • Identifies project management tools and requirements within own function.

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 Policy 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

Qualification level	Specific qualification description
Education or Equivalency Required	A bachelor's degree in environmental science, Biology, ecological/aquatic sciences, or an equivalent combination of education and experience is required.
Required Qualification	<ul style="list-style-type: none"> • Demonstrate a working knowledge with water quality monitoring techniques, fisheries sampling, and/or macroinvertebrate sampling.

	<ul style="list-style-type: none"> • Demonstrate excellent communication, interpersonal, and relationship management skills, and ability to interact positively with individuals from varied backgrounds. • Possession of a valid state or commercial driver's license, and the ability to meet University Fleet Safety Standards.
Highly Desirable Qualification	<ul style="list-style-type: none"> • Experience pulling and parking a trailer. • Taxonomy experience with Iowa fish.
Desirable Qualification	<ul style="list-style-type: none"> • Taxonomy experience with aquatic macroinvertebrates and/or phytoplankton. • Experience with water quality analysis in a laboratory.

See requisition #26001492 at <https://jobs.uiowa.edu>
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, or associational preferences.