

REGULATORY COMPLIANCE ANALYST

Approved: June 2025

FLSA: Non-exempt

Unit: AFSCME



Definition
Under general direction, the Regulatory Compliance Analyst coordinates and oversees the planning, development, and implementation of regulatory programs within the Public Works Department. The role involves organizing, investigating, developing, directing, and managing the activities of regulatory programs to ensure compliance with all federal, state, and local laws related to engineering and related fields. The Regulatory Compliance Analyst will maintain a thorough understanding of the laws and regulations set forth by various federal, state, and local regulatory agencies. Additionally, this specialist will inspect properties, facilities, operations, and construction activities to ensure compliance with applicable laws and regulations.
Supervision received and exercised
Receives policy direction and general supervision from the Public Works Director, Assistant Public Works Director or assigned manager. May exercise supervision of staff.
Class characteristics
This classification is distinguished from all other City classifications due to its regulatory focus, which requires specialized experience and involves oversight and coordination of assigned regulatory programs and sub-programs. The incumbent is responsible for reviewing and controlling highly specialized technical functions on a citywide basis.
Examples of typical job functions (illustrative only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. • Coordinates, reviews, plans, evaluates, and organizes the activities of regulatory programs. • Analyzes work plans, budget estimates, and workload distribution efficiency. • Assists with budget forecasting and preparation for citywide regulatory programs. • Initiates contracts and procurements of necessary major purchases and agreements. • Utilizes resources to accomplish program and organizational goals. • Prepares studies, reports, and recommendations to increase operational efficiencies and eliminate code and regulation violations. • Acts as a technical resource for City staff, management, City Council, commissions, boards, and community. • Diagnoses technical issues and operational deficiencies, and participates in root problem solving analysis to solve operational issues. • Investigates, evaluates, and resolves regulatory issues findings. • Interprets codes and ordinances; resolves issues with any potential violations. • Prepares regulatory-related documentation, including internal standard operating procedures. • Develops goals and priorities, including long-term strategic planning goals. • Coordinates training on pertinent topics related to regulatory and safety procedures. • Recommends amendments to policy documents, ordinances, and compliance reports. • Researches and analyzes complex issues regarding regulatory compliance. • Ensures that assigned programs are implemented and maintained in compliance with local, state, and federal program mandates. • Communicates effectively and efficiently through oral and written methods. • Gives public presentations regarding data analysis findings and recommendations. • Prepares and maintains accurate records and reports; keeping current with policies, procedures, terminology, regulatory codes, and laws. • Develops and maintains effective working relationships with a diverse staff. • Performs other duties as assigned.
Qualifications
Knowledge of • Current federal, state, and local laws, regulations, ordinances, and codes pertaining to the area of assignment, specifically in the areas of drinking water, stormwater, hazardous materials, solid waste, landfill compliance, and other. • Principles and practices of project management. • Word processing and data management software.

Ability to

- Plan, develop, and manage the implementation of regulatory programs and reporting relating to federal and state compliance.
- Coordinate with regulatory agencies, such as:
 - State Water Resources Control Board
 - Regional Water Quality Control Board
 - Bay Area Air Quality Management District
 - San Mateo County
 - California Fish and Wildlife
 - And others
- Lead the development of annual reporting for stormwater NPDES, drinking water, landfill, hazardous materials, emergency generator reporting, and other as assigned.
- Act as the City representative for regulatory matters through multi-jurisdictional and interagency committees in matters pertaining to the assigned programs.
- Review and resolve any environmental regulatory instances of noncompliance.
- Work with City Attorney and other appropriate enforcement authority as needed.
- Establish and maintain positive and effective working relationships.
- Work independently exercising sound decision-making, as well as part of a team.
- Learn and effectively apply applicable laws and regulations and applicable City policies and procedures.
- Develop and implement strategies.
- Collect, analyze, interpret, and apply a variety of data and information.
- Prepare clear, concise, and complete technical reports and correspondence.
- Make effective oral presentations.
- Manage multiple projects, priorities, and deadlines.
- Communicate verbally and in written format.
- Drive City vehicles while maintaining all required protocols and safety procedures.
- Maintain accurate records, using the most efficient and effective system.

Education and experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in natural sciences, engineering, or related field.
- Four years of advanced journey-level experience directly related to the area of regulatory compliance.
- Possession of a Master's Degree can be used to substitute one year of the required experience.

Licenses and certifications

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 60 pounds with the use of proper equipment.

Environmental elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and some direct exposure to hazardous physical substances. Employees are also outside with the public and may be exposed to variable temperatures and weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.