



Rapid Hire Positions

EXPO New Mexico | Manuel Lujan A
300 San Pedro Dr. NE, Albuquerque, NM 87108

Friday, August 23, 2024 10AM-5PM

Saturday, August 24, 2024 10AM-3PM

Parking: Enter through the San Pedro Entrance.
Inform attendants you are onsite for the Rapid Hire!

Mission: Our mission is to protect and restore the environment and to foster a healthy and prosperous New Mexico for present and future generations. We implement our mission guided by four tenets:

- **Science**
Using the best available science to inform our decision-making in protecting public health and the environment.
- **Innovation**
Employing creative engineering and technological solutions to address environmental challenges.
- **Collaboration**
Engaging communities and interested stakeholders in environmental decision-making outcomes.
- **Compliance**
Ensuring meaningful compliance with state regulations and permits; leveling the playing field through enforcement.

Recruitment incentive: Any candidate newly hired or transferring into the NMED will receive 40 hours of paid administrative leave from the date of hire.

Benefits Information: <https://www.mybenefitsnm.com/>

Pay Schedules: [Salary Schedules | NM SPO \(state.nm.us\)](#)

Dress for Success!

What to Bring:

- ✓ (2) resumes including dates (month and year) for each job
- ✓ (3) references, including names, phone numbers and emails
- ✓ Unofficial educational transcripts for the highest education level achieved

The dates in the table below reflect which day we are conducting interviews for each position

Classification:	Pay Band:	Work Unit	Location	Position Status:	Date	Page #
Human Resources Generalist III	BI	Administrative Services Division	Santa Fe	PERM	8.23.24	1
Occupational Health & Safety Specialist-Advanced	60	Administrative Services Division	Santa Fe	STRM	8.23.24	2
Program Coord II	75	Administrative Services Division	Santa Fe	STRM	8.23.24	3
Mgmt Analyst A	65	Administrative Services Division	Albuquerque	STRM	8.23.24	4
Accountant & Auditor - Operational	60	Financial Services Bureau	Santa Fe	STRM	8.23.24	5
Attorney	LH	Ofc of General Counsel	Albuquerque	Perm	8.23.24	6
Program Coord II	75	Ofc of Information Technology	Albuquerque	STRM	8.23.24	7
Mgmt Analyst A	65	Ofc of the Secretary	Santa Fe	STRM	8.23.24	8
ENVIRO SCI & SPEC-A	75	Drinking Water Bureau	Albuquerque	STRM	8.24.24	9
Program Coordinator II	75	Drinking Water Bureau	Santa Fe	STRM	8.23.24	12
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Water Resources Professional III	EF	Drinking Water Bureau	Santa Fe	STRM	8.24.24	14
Water Resource Professional II	EE	Ground Water Quality Bureau	Albuquerque	STRM	8.24.24	15
Water Resource Professional III	EF	Ground Water Quality Bureau	Santa Fe	STRM	8.24.24	16
Water Resource Professional II	EE	Ground Water Quality Bureau	Santa Fe	STRM	8.24.24	17
Water Resources Professional II	EE	Surface Water Quality Bureau	Santa Fe	STRM	8.24.24	19
Water Resources Professional II	EE	Surface Water Quality Bureau	Albuquerque	STRM	8.24.24	20

Water Resource Professional II	EE	Ground Water Quality Bureau	Albuquerque	STRM	8.24.24	21
Water Resources Professional II	EE	Surface Water Quality Bureau	Santa Fe	STRM	8.24.24	22
Water Resources Professional II	EE	Ground Water Quality Bureau	Albuquerque	PERM	8.24.24	23
Water Resources Professional III	EF	Surface Water Quality Bureau	Santa Fe	STRM	8.24.24	24
Accountant & Auditor - Advanced	65	Water Protection Division	Albuquerque	Perm	8.23.24	25
Water Resources Professional IV	EG	Water Protection Division	Albuquerque	PERM	8.24.24	26
Public Relations Coordinator A	65	Water Protection Division	Albuquerque	Perm	8.23.24	27
Program Coord II	75	Water Protection Division	Albuquerque	STRM	8.23.24	28
Water Resources Manager II	EI	Water Protection Division	Albuquerque		8.24.24	29
Environ Sci & Spec - O	70	Hazardous Waste Bureau	Santa Fe		8.24.24	30
Gen I Manager - Env Sci / Bureau Chief	95	Petroleum Storage Tank Bureau	Santa Fe	PERM	8.24.24	31
Mgmt Analyst A	65	Resource Protection Division	Santa Fe	STRM	8.23.24	32
Program Coord II	75	Resource Protection Division	Albuquerque	STRM	8.23.24	33
Environmental Sci & Spec. - O	70	Solid Waste Bureau	Santa Fe	PERM	8.24.24	34
Environmental Sci & Spec. - O	70	Solid Waste Bureau	Albuquerque	PERM	8.24.24	35
Environmental Sci & Spec. - O	70	Solid Waste Bureau	Santa Fe	PERM	8.24.24	36
Environmental Sci & Spec. - A	75	Air Quality Bureau	Santa Fe	STRM	8.24.24	37
Environmental Sci & Spec. - A	75	Air Quality Bureau	Albuquerque	STRM	8.24.24	38
ENVIRO SCI & SPEC-O	70	Air Quality Bureau	Albuquerque	STRM	8.24.24	39
STAFF - ENV SCIENCE	80	Air Quality Bureau	Albuquerque	STRM	8.24.24	40
Management Analyst -Supv	70	Air Quality Bureau	Albuquerque	STRM	8.23.24	41
Management Analyst - A	65	Air Quality Bureau	Albuquerque	STRM	8.23.24	42

ENVIRO SCI & SPEC-Supervisor	80	Air Quality Bureau	Albuquerque	STRM	8.24.24	43
A/O I - ENV SCIENCE	85	Air Quality Bureau	Santa Fe	STRM	8.24.24	44
ENVI SCI & SPEC-A	75	Air Quality Bureau	Albuquerque	STRM	8.24.24	45
ENVIRO SCI & SPEC-O	70	Air Quality Bureau	Albuquerque	STRM	8.24.24	46
Environmental Sci & Spec. - A	75	Air Quality Bureau	Santa Fe	STRM	8.24.24	47
ENVIRO SCI & SPEC- Supv	80	Air Quality Bureau	Santa Fe	STRM	8.24.24	48
Program Coordinator II	75	Climate Change Bureau	Santa Fe	STRM	8.23.24	49
Management Analyst -A	65	Climate Change Bureau	Santa Fe	STRM	8.23.24	50
ENVIRO SCI & SPEC-A	75	Climate Change Bureau	Albuquerque	STRM	8.24.24	51
Program Coordinator -I	70	Climate Change Bureau	Santa Fe	STRM	8.23.24	52
Project Coordinator I	70	Environmental Health Division	Farmington	STRM	8.23.24	53
A/O II, Program Financial Manager	85	Environmental Health Division	Santa Fe	PERM	8.23.24	54
Environmental Sci. & Spec. - O	70	Occupational Health & Safety Bureau	Santa Fe	STRM	8.24.24	55
Environmental Sci. & Spec. - B	65	Occupational Health & Safety Bureau	Santa Fe	STRM	8.24.24	56

Work Unit: Administrative Services Division
Department Name: 1820000000 Human Resources Bureau
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 10115960

Position Status: PERM Payband: BI

Position Classification: Human Resources Generalist III

Purpose of Position: This position supports the department by providing and accomplishing the agency mission via comprehensive human resource management services. The position provides recruitment and selection support, evaluates classification and compensation needs, reviews and assists with organization structure and performance management. This position also focuses on demonstrated competencies as required by all business needs of the organization, SPO Rules and guidelines, DFA rules and guidelines and Federal and State laws.

Summary: Key responsibilities include collaborating with supervisors and managers regarding compensation, classification and recruitment. The job will focus on recruitment, position classification changes or creates. The position is also responsible for processing various personnel actions, including but not limited to hires, reclassifications and recruitment activities.

Minimum Qualifications: Bachelor's Degree in any field and one (1) year of experience in human resource operations; recruitment, selection, payroll, compensation and benefits administration, labor relations, investigations, HR related training and experience and/or occupational analysis. Substitutions apply.

Work Unit: Administrative Services Division
Department Name: 1810000000 Office of ASD Director
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 56725001 Position Status: STRM Payband: 60

Position Classification: Occupational Health & Safety Specialist-Advanced

Purpose of Position: This position exists to ensure the safety of employees at the New Mexico Environment Department (NMED). The role administers the State of New Mexico Safety Program for NMED by overseeing systems designed to identify and mitigate potential or actual safety issues. The goal is to protect the State of New Mexico's human, physical, and financial assets by implementing strategies that prevent safety issues from escalating, thereby reducing liability and loss for NMED.

Summary: Key responsibilities include reviewing work environments, assessing/designing programs to prevent disease or injury, conducting inspections, and ensuring compliance with OSHA and other health and safety laws. A key aspect of this role is providing direct training to all employees, assisting in accident investigations, and implementing follow-up actions.

Additional duties include updating procedures, manuals, and policies to improve safety outcomes, developing and implementing loss control initiatives, tracking safety violations and corrective actions, and compiling safety reports. The role requires making informed decisions, effective communication (both written and verbal), problem analysis, solution evaluation, and providing recommendations. It also involves developing networks, building alliances, staying updated on technological advancements, and utilizing technology effectively. Work hours are Monday-Friday 8-5 with occasional need for evening and weekend hours to respond to emergencies.

Minimum Qualifications: Associate's Degree in Occupational Health, Safety or a related field such as Industrial Safety, Engineering, Biology or Chemistry and two (2) years of experience in a risk management or a safety related field (e.g., loss control, safety and Worker's Compensation case management activities and / or workplace inspections.) Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Work Unit: Administrative Services Division
Department Name: 1810000000 Office of ASD Director
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 56725003, 56825001, 570254107

Position Status: STRM Payband: 75

Position Classification: Program Coord II

Purpose of Position: The New Mexico Environment Department is an agency with a complex budget and funding stream in excess of \$180M and over 125 funding sources (100+ of those include federal grants with distinct restrictions and requirements). Services performed by contractors and subcontractors with complex, technical scopes of work are a key aspect of implementing the agency mission across its varied funding sources and in alignment with state procurement code, federal regulations, sponsor requirements (ex: grant), and agency policies and procedures. Given the increased federal funding the agency has received in the last several years, it is essential to have these positions focused on planning, coordinating, implementing, monitoring, analyzing, and reporting on contractual activities. NMED is creating several of this positions to serve each P-Code and select work units that generate significant contract activity.

Summary: These positions are focused on planning, coordinating, implementing, monitoring, analyzing, and reporting on contractual and large scale and dollar amount activities, both general and professional services and other high dollar purchases. They serve as mission-critical bridge between financial and programmatic operations ensuring proper and efficient procurement, budgeting, performance monitoring, reconciliation, and reporting on contracts and subcontracts in support of the mission. Ensures operations comply with federal, state, regulatory or other oversight requirements.

Minimum Qualifications: Bachelor's Degree and five (5) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Administrative Services Division
Department Name: 1810000000 Office of ASD Director
Location: Albuquerque
Rapid Hire Date: 8.23.24

Position # 56725005, 56825013, 56825014, 570254106
Position Status: STRM Payband: 65

Position Classification: Mgmt Analyst A

Purpose of Position: This position plays a vital role in ensuring the smooth operation of defined, limited scope workforce support functions within the work unit, focusing on recruitment, transactions, onboarding, training, documentation, and employee customer service. The position reports to their assigned work unit and provides direct support to the work unit and sub work units, while following all State and agency Human Resources Bureau and Administrative Services Division processes, procedures, guidance, and training. The position is an ambassador of the agency to employees and promotes a positive and productive work environment.

Summary: Facilitate HR-related paperwork processes, including recruitment, job advertisements, and position maintenance and reclassification transactions, ensuring accurate and complete submissions for processing. Coordinate employee onboarding and training. Facilitate the maintenance and management of organizational charts and records, ensuring confidentiality. Provide customer service and support, referring inquiries to appropriate HR personnel and assisting with reports and data reconciliation.

Minimum Qualifications: Bachelor's Degree in Business Administration and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Financial Services Bureau
Department Name: 1830200200 Payables Unit
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 10114259 Position Status: STRM Payband: 60

Position Classification: Accountant & Auditor - Operational

Purpose of Position: This position is under the Administrative Services Division and will provide financial/other support to the Agency's Account's Payable Team and provide customer service assistance to bureau staff on accounts payable, vendor maintenance requests, and contribute to overall tasks assigned to the Accounts Payable Team.

Summary: This position will be responsible for the auditing/processing of vouchers and supporting documentation to ensure compliance with all departmental standard operating procedures, state and federal procurement rules and regulations; conduct the daily mail and check runs to the United States Post Office and Department of Finance and Administration; and respond to incoming customer inquiries as needed.

Minimum Qualifications: Bachelor's Degree in Accounting, Finance, Auditing or Business Administration and two (2) years directly related work experience in accounting, auditing, finance and/or budgeting.

Work Unit: Ofc of General Counsel
Department Name: 1220200000 Legal Support Section

Location: Albuquerque
Rapid Hire Date: 8.23.24

Position # 56825007 56825019 Position Status: Perm Payband: LLLA45

Position Classification: Attorney

Purpose of Position: The purpose of the position is to provide direct legal services to the Department's Water Protection Division ("WPD"), including the director, program management, and technical staff, and provide legal and policy advice regarding complex situations involving a full array of matters regulated by the Division. Provide legal advice to the Cabinet Secretary and Deputy Cabinet Secretary regarding legal issues involving this Division's regulations. Perform advanced and complex legal work for clients. Coordinate development and preparation of Division rule-makings. Handle a complex and considerable legal workload for the Division.

Summary: Provide top quality legal advice, representation, and advocacy for the Division and its programs as may be assigned.

- Provide legal advice, representation, and advocacy for the Division and its programs including advice and representation regarding complex, difficult, and sensitive regulatory issues, Provide advice regarding the interpretation of New Mexico's Water Quality Act, and a wide array of rules, and court orders.
- Have in-depth familiarity with the various Departmental rules, and the regulations and agreements governing the administration of the Water Quality Act.
- Advise and recommend alternative courses of action to the Department Secretary and Deputy Secretary on water quality issues and related natural resource legal and policy issues.
- Draft documents that are required for complex regulatory and compliance matters, including letters, memoranda, notices of violation, orders, and agreements.
- Work closely with the WPD personnel regarding agency procedures and practices and consult with WPD and Department management to ensure consistent and correct application of existing statutes and rules. Advise WPD management and staff regarding interpretation of court opinions, statutes, and rules where serious legal issues exist.
- Work with the WPD Director and other division personnel to review existing and proposed policies and manuals and draft, as requested, new or amended policies or manuals.
- Conduct legal review of and approve complex contractual documents affecting the Department and WPD.
- Work closely with the WPD, industry, the public, and affected government agencies in developing or revising rules and regulations.
- Advise WPD and Department management of legal requirements for promulgating rules.
- Develop or revise rules, requiring in-depth familiarity with the relevant subject matter, statutory requirements, and WPD resources and processes; understand objectives to be achieved by the rule or rule revision.
- Represent WPD in rule-making proceedings before the Water Quality Control Commission
- Represent the Division, Bureau and programs in matters before the Department Hearing Officer, the Water Quality Control Commission, and the district and appellate courts.
- Represent the Department at all stages of administrative and judicial hearings, understand factual and legal issues requiring independent decisions as to strategy and tactics, conduct cross-examination of witnesses, present opening and closing statements, draft proposed findings of fact and conclusions of law, and prepare and file briefs persuasively presenting the Department's legal positions.
- Draft and review legal documents required for litigation including major pleadings such as briefs and statement of review issues for administrative appeals.
- Have in-depth familiarity with applicable procedural rules that govern the proceedings before Department's hearing officer, the Water Quality Control Commission, and the courts.

Minimum Qualifications: Juris Doctorate degree from an accredited school of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Work Unit: Ofc of Information Technology
Department Name: 1510100000 Office of CIO
Location: Albuquerque
Rapid Hire Date: 8.23.24

Position # 56725004 Position Status: STRM Payband: 75

Position Classification: Program Coord II

Purpose of Position: The New Mexico Environment Department is an agency with a complex budget and funding stream in excess of \$180M and over 125 funding sources (100+ of those include federal grants with distinct restrictions and requirements). Services performed by contractors and subcontractors with complex, technical scopes of work are a key aspect of implementing the agency mission across its varied funding sources and in alignment with state procurement code, federal regulations, sponsor requirements (ex: grant), and agency policies and procedures. Given the increased federal funding the agency has received in the last several years, it is essential to have these positions focused on planning, coordinating, implementing, monitoring, analyzing, and reporting on contractual activities.

Summary: These positions are focused on planning, coordinating, implementing, monitoring, analyzing, and reporting on contractual and large scale and dollar amount activities, both general and professional services and other high dollar purchases. They serve as mission-critical bridge between financial and programmatic operations ensuring proper and efficient procurement, budgeting, performance monitoring, reconciliation, and reporting on contracts and subcontracts in support of the mission. Ensures operations comply with federal, state, regulatory or other oversight requirements.

Minimum Qualifications: Bachelor’s Degree and five (5) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Ofc of the Secretary
Department Name: 1210000000 Office of the Secretary
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 56725006 Position Status: STRM Payband: 65

Position Classification: Mgmt Analyst A

Purpose of Position: This position plays a vital role in ensuring the smooth operation of defined, limited scope workforce support functions within the work unit, focusing on recruitment, transactions, onboarding, training, documentation, and employee customer service. The position reports to their assigned work unit and provides direct support to the work unit and sub work units, while following all State and agency Human Resources Bureau and Administrative Services Division processes, procedures, guidance, and training. The position is an ambassador of the agency to employees and promotes a positive and productive work environment.

Summary: Facilitate HR-related paperwork processes, including recruitment, job advertisements, and position maintenance and reclassification transactions, ensuring accurate and complete submissions for processing. Coordinate employee onboarding and training. Facilitate the maintenance and management of organizational charts and records, ensuring confidentiality. Provide customer service and support, referring inquiries to appropriate HR personnel and assisting with reports and data reconciliation.

Minimum Qualifications: Bachelor’s Degree in Business Administration and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Drinking Water Bureau
Department Name: 2080300000 DWB Compliance Section
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 56825009, 56825012 Position Status: STRM Payband: 75

Position Classification: ENVIRO SCI & SPEC-A

Purpose of Position: The general purpose of the position is to initiate, manage, and track formal enforcement activities for public water systems that are NOT in compliance with the requirements of the Safe Drinking Water Act and the New Mexico Drinking Water Regulations through the Bureau's Enforcement Program.

Summary: Serve as DWB Enforcement Coordinator (60%)

Coordinate enforcement requests and draft quality formal enforcement Orders Administrative Order (AO), Bilateral Consent Agreement (BCA), etc. based on the request.

Notify Compliance Officers of water systems which require an Administrative Order. Methods of discovery include SDWIS database searches, Enforcement Tracking Tool (ETT) lists, management requests, etc.

Review and initiate proper action to approve, disapprove, or request additional information via inquiries and requests to Public Water Systems concerning active Orders.

Review active Orders for compliance with requirements and schedules by the public water system and provide recommendations to DWB management concerning compliance or noncompliance with the order.

Provide recommendations and draft termination letters to DWB management upon receipt of a public water system's Order compliance certification letter.

Based upon public water system compliance with an Order, make recommendations concerning the termination of the Order to DWB management.

Monitor the ETT list and provide recommendations to DWB management and Staff of what actions should be taken to remove a system from the ETT list.

Attend and participate in enforcement settlement, consent order meetings, enforcement hearings, or court proceedings as necessary.

Maintain a tracking system on DWB Shared Folder of active and pending enforcement actions, the tracking system shall be accessible to all DWB employees and include dates for milestone activities (receipt of enforcement request, issuance of Orders, expected termination date, etc.).

File all official enforcement records in the appropriate water system folder in the Electronic Central File (ECF).

Ensure compliance schedules are entered and maintained in SDWIS for each Order issued to a public water system.

Monitor all systems under a formal enforcement action and ensure that the correct enforcement action code is entered in SDWIS for all violations associated with the Order. Ensure the data entry of enforcement action codes into SDWIS.

Coordinate and participate in all enforcement calls with EPA Region 6. Prepare a brief and accurate summary statement concerning the system status for all systems on the ETT list and enforcement docket. Present the summary statement to DWB Management prior to each Region 6 enforcement call.

Maintain records and files, both physical and electronic, in an organized and understandable manner, and ensure that all necessary documentation is added to the files.

Monitor all system violations using ETTA Tool and work with data stewards and/or compliance officer to return violation to compliance when appropriate.

Lead efforts, in coordination with OGC, Bureau Chief and Division Director, to finalize revised drinking water enforcement policy and begin implementation of revised policy immediately upon approval. Additionally, draft or revise any additional required DWB Enforcement Guidance or Procedures, as needed or at the request of the DWB PWSS Manager or Bureau Chief.

Train DWB Staff on various aspects of administrative orders, Enforcement Targeting Tool information, and general Enforcement related information as requested by PWSS Manager or other DWB Management.

Coordinate with the PWSS Manager and Bureau Chief to Review and implement the most recent version of the EPA's National Compliance Initiative for drinking water systems.

Other required duties as assigned

Customer Service/Safety (20%)

Follow State, Department, and DWB policies and guidelines regarding code of conduct and professional standards.

Recognize service to customers, both internal and external as a top Bureau priority.

Anticipate customer needs and provide more than the minimal expectations of customers.

Develop beneficial partnerships with federal, state, and private organizations that will foster cooperation and promote collaborative efforts to ensure public water system compliance with the New Mexico Drinking Water Regulations.

Follow applicable safety regulations and procedures; operate state vehicle in a safe manner and according to department policy.

Promptly report any defective equipment and unsafe working conditions.

Recognize and address unsafe working conditions or practices.

Apply safe working practices in daily job duties.

Keeps abreast of safety practices and techniques included in the applicable DWB jobs Hazards Analysis.

Promptly report all injuries received on the job

Additional NMED Employee Requirements (20%):

Ensure hours worked are entered into SHARE timely: Enter time into SHARE and provide PAR to supervisor every Friday by 10:00 am and submit complete/signed PAR reporting actual work completed for that week with proper time codes to Data Supervisor.

Every NMED employee is required to take the following training annually (calendar year), through the State Personnel Office: Civil Rights.

Ensure that there is notice whenever out of the office during normal work hours by SharePoint sign out board, email out of office reply, and voicemail message.

Follow State, Department, and Bureau policies and guidelines regarding code of conduct and professional standards.

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and five (5) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Drinking Water Bureau
Department Name: 2080500000 Sustainable Water Infra Group
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 10116663 Position Status: STRM Payband: 75

Position Classification: Program Coordinator II

Purpose of Position: As part of the Drinking Water Bureau's (DWB) Sustainable Water Infrastructure Group, this position is responsible for coordinating with the DWB Management Team to develop and manage multiple federal grants and several drinking waterrelated contracts, which are intended to provide high level support to public water systems and certified water and wastewater operators and, ultimately, provide support in achieving, maintaining compliance, and ensuring long term sustainability.

Summary: Track, develop, and report grant reporting and performance measures and complete/submit by due dates in accordance with applicable state and federal requirements - Support DWB by ensuring proper applications and management of all current and future grants - Cooperate with program partner agencies such as EPA and other stakeholders to communicate grant related activities and reinforce productive and efficient management thereof - Help develop, track, and monitor effective management of DWB related contracts - Collaborate with personnel, DWB Management Team, Bureau Chief, and contractors on a wide scope of transactions to fulfill the DWB mission and operations - Lead as the DWB point of contact for all contract invoices and associated contract deliverables - Follow State, Department, and Bureau policies and guidelines regarding administrative procedures, code of conduct and professional standards - Document location of Drinking Water Bureau In/Out Board on the DWB Team SharePoint page - Cover all other grant related duties as determined and assigned by DWB Chief or SWIG Manager

Minimum Qualifications: Bachelor's Degree and five (5) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Drinking Water Bureau
Department Name: 2080502000 Utility Operator Cert Program
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 56825012 Position Status: STRM Payband: 75

Position Classification: ENVIRO SCI & SPEC-A

Purpose of Position: The purpose of this position is to assist in the certification of water and wastewater operators within the state of New Mexico.

Summary: This position pro-actively interacts with the Utility Operator Certification Program Manager to address the certification of drinking water and wastewater operators in the State of New Mexico. This position addresses complex drinking water wastewater technology that is instituted into standard examinations used by New Mexico to provide certification of public treatment operators. The position assists in the enforcement of the Utility Operator Certification Act and regulations, and the processing of all operator applications.

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and five (5) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Drinking Water Bureau
Department Name: 2080503000 Technical Assistance
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 10115976, 00012172 Position Status: STRM Payband: EWRP26

Position Classification: Water Resources Professional III

Purpose of Position: This position is part of the infrastructure support team, that works closely with New Mexico public water systems to find funding they need to improve or replace infrastructure and provide safe drinking water.

Summary: Use a variety of communication methods including phone, email, and in person events to convey funding requirements. - Assist public water systems to plan and apply to the DWSLRF or other funding sources that would fit their needs. - This position is the bureau resource for public water systems regarding the funding application process. - Work with multiple groups to track important work and milestones for the state set-asides program. - Provide quarterly reports to the NMFA and assists the group manager with annual reports.- Work to continuously improve DWSRLF reporting and tracking for activities.- Update Intended Use Plans annually using best practices from other states and the Environmental Protection Agency.- Develop educational materials and public outreach about funding for public water system infrastructure projects to further the bureau mission of providing safe drinking water for all New Mexicans.- Develop and distribute marketing materials for the DWSRLF. - Develop and implement outreach opportunities targeting communities. - Participate in conferences and other in person events to promote the DWSRLF, representing the Drinking Water Bureau.

Minimum Qualifications: Bachelor's Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and four (4) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Work Unit: Ground Water Quality Bureau
Department Name: 2030100000 Pollution Prevention Section
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 56825005 Position Status: STRM Payband: EE

Position Classification: Water Resource Professional II

Purpose of Position: The purpose of this position within PPS of the Ground Water Quality Bureau is to administer domestic facility groundwater discharge permits. The position is responsible for ensuring consistent and timely agency action regarding groundwater discharge permits for all categories of domestic wastewater discharging facilities with a focus on domestic waste treatment facilities that discharge to groundwater.

Summary: This position provides expertise in highly specialized technical fields of Geology, Hydrology, Geochemistry, Hydrogeology, Chemistry, or Environmental Science for assessing appropriate actions for operations and closure of domestic, industrial and wastewater reuse facilities and whether those facilities are in compliance with their discharge permits. The person serving in this position is responsible for: -Reviewing discharge permit applications, -Reviewing treatment facility operations and closure plans, -Drafting permits, -Inspecting facilities, -Reviewing water quality investigations and monitoring reports, -Overseeing corrective actions and abatement plans, -Reviewing and evaluating closure activities for sites that discontinue discharging, and - Maintaining organized and regularly updated paper and electronic files for each assigned discharge permit and abatement plan, including monitoring reports and permitting actions.

Minimum Qualifications: Bachelor's Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and two (2) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Ground Water Quality Bureau
Department Name: 2030100000 Pollution Prevention Section
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 10116618 Position Status: STRM Payband: EF

Position Classification: Water Resources Professional III

Purpose of Position: This position is responsible for a technical caseload consisting of independently analyzing and overseeing the permitting, investigation and closure of industrial sources at generating stations that have the potential for environmental contamination and impacts to groundwater and human health.

Summary: This position is responsible for a technical caseload consisting of independently analyzing and overseeing the permitting, investigation and closure of industrial sources at generating stations that have the potential for environmental contamination and impacts to groundwater and human health.

Minimum Qualifications: Bachelor’s Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and four (4) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Work Unit: Ground Water Quality Bureau
Department Name: 2030100000 Pollution Prevention Section
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 10116616 Position Status: STRM Payband: EE

Position Classification: Water Resource Professional II

Purpose of Position: The purpose of this position within PPS of the Ground Water Quality Bureau is to administer domestic facility groundwater discharge permits. The position is responsible for ensuring consistent and timely agency action regarding groundwater discharge permits for all categories of domestic wastewater discharging facilities with a focus on domestic waste treatment facilities that discharge to groundwater.

Summary: This position provides expertise in highly specialized technical fields of Geology, Hydrology, Geochemistry, Hydrogeology, Chemistry, or Environmental Science for assessing appropriate actions for operations and closure of domestic, industrial and wastewater reuse facilities and whether those facilities are in compliance with their discharge permits. The person serving in this position is responsible for: -Reviewing discharge permit applications, -Reviewing treatment facility operations and closure plans, -Drafting permits, -Inspecting facilities, -Reviewing water quality investigations and monitoring reports, -Overseeing corrective actions and abatement plans, -Reviewing and evaluating closure activities for sites that discontinue discharging, and - Maintaining organized and regularly updated paper and electronic files for each assigned discharge permit and abatement plan, including monitoring reports and permitting actions.

Minimum Qualifications: Bachelor’s Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and two (2) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

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Work Unit: Surface Water Quality Bureau (SWQB)

Location: Santa Fe

Rapid Hire Date: 8.24.24

Position # 00012118,

Position Status: STRM Payband:EE

Position Classification: Water Resources Professional II

Purpose of Position: This position works within the Permitting and Certifications Team and supports the SWQB mission by overseeing the implementation of surface water discharge permits pursuant to Clean Water Act (CWA) Section 402 (NPDES Program), in addition to evaluation of Notices of Intent (NOIs) submitted to the Bureau under state regulations. The Team develops and updates policy and guidance; assists the Standards Team with revisions to state regulations (20.6.2 and 20.6.4 NMAC); provides technical and planning assistance to the regulated community; conducts antidegradation reviews and 4Q3 low-flow analyses for permitting; and certifies federal NPDES permits pursuant to Section 401 of the CWA. Staff also review National Environmental Policy Act (NEPA) and other projects for surface water impacts and make recommendations for clean water infrastructure funding. The Permitting and Certifications Team coordinates closely with the Compliance and Enforcement Team to provide technical and site-specific expertise that supports the core activities of the Section and Bureau.

Summary: Responsibilities include (1) water quality certification and permitting of surface water discharges, (2) cross-training with compliance and enforcement activities, (3) evaluating and providing comments on federal and state surface water laws, regulations and standards, and (4) assisting with program administration and process improvement.

Minimum Qualifications: Bachelor's Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and two (2) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Surface Water Quality Bureau (SWQB)

Location: Santa Fe

Rapid Hire Date: 8.24.24

Position # 00024578

Position Status: STRM Payband:EE

Position Classification: Water Resources Professional II

Purpose of Position: This position works within the Watershed Protection Section (WPS) supports the SWQB mission by managing nonpoint source pollution and projects to address it. Funds are available annually through requests for proposals to support watershed-based planning and restoration projects that implement the watershed-based plans. WPS also supports activities for water quality protection, education and outreach, protection of groundwater, and interagency coordination. This position serves as a Watershed Protection Project Officer managing water quality improvement and restoration projects, developing new projects through inter-agency and local coordination, providing oversight to produce new watershed-based plans (basin plans) for future water quality improvement projects, preparing grant proposals and work plans, conducting procurements as necessary, and ensuring implementation of projects through contractors and SWQB resources.

Summary: Responsibilities include: (1) managing and providing oversight for stream restoration projects, including contract management, (2) planning, coordinating, and overseeing watershed-based plan development for future water quality and habitat improvement projects, (3) conducting Clean Water Act Section 401 water quality certifications for dredge and fill permits, (4) conducting Mining Act reviews of mining proposals to ensure surface water quality protections, and (5) assisting with program administration and process improvement.

Minimum Qualifications: Bachelor's Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and two (2) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Ground Water Quality Bureau (SWQB)

Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 10112172

Position Status: STRM Payband:EE

Position Classification: Water Resources Professional II

Purpose of Position: This position works within the Permit Program Implementation Team supports the SWQB mission by coordinating, planning, developing, and implementing a new surface water discharge permitting program in New Mexico. Currently, the U.S. Environmental Protection Agency (EPA) retains authority for the surface water discharge permitting program in New Mexico under the federal Clean Water Act. With recent U.S. Supreme Court rulings and changes to the definition of waters of the U.S., development and implementation of a state-run program is essential to ensure protection of water quality in the state of New Mexico. The Team is responsible for planning, scoping, developing, and implementing a surface water discharge permitting program including regulation development, permit writing, pretreatment program implementation, compliance monitoring, enforcement, data management and handling, and outreach and communication.

Summary: Responsibilities include (1) program planning and outreach related to a new state surface water discharge permitting program, (2) drafting and/or reviewing technical reports, guidance and process documents, and/or standard operating procedures, (3) assisting with the preparation of new rules and regulations and the revision of existing rules and regulations under guidance of a supervisor or mentor, (4) assisting with the data management system to support a surface water discharge permitting program, and (5) assisting with program administration and process improvement.

Minimum Qualifications: Bachelor’s Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and two (2) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Surface Water Quality Bureau

Location: Santa Fe

Rapid Hire Date: 8.24.24

Position # 00034940

Position Status: STRM Payband:EE

Position Classification: Water Resources Professional II

Purpose of Position: This position works within the Monitoring, Assessment, and Standards Section supports the SWQB mission by collecting surface water quality data, developing and amending surface water quality standards, performing water quality data and watershed assessments, and preparing Total Maximum Daily Load (TMDL) water quality planning documents to improve water quality. The TMDL Scientist develops TMDLs and related implementation or alternative restoration plans through assessment and modeling of surface water quality and other environmental data. This position also presents TMDL documents to stakeholders during public meetings and to the Water Quality Control Commission for approval, and participates in stakeholder outreach activities.

Summary: Responsibilities include: (1) developing TMDL planning documents, (2) evaluating data and performing in-depth data analysis using spreadsheet analytics, computer models and GIS databases, (3) performing independent TMDL investigations and identifying water quality goals for the watershed of interest, (4) organizing and coordinating public participation and outreach including presenting to the Water Quality Control Commission to ask for TMDL approval, (5) cross-training with the monitoring team to collect chemical, biological, and physical habitat data, and (6) assisting with program administration and process improvement.

Minimum Qualifications: Bachelor's Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and two (2) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Ground Water Quality Bureau
Department Name: 2030100000 Pollution Prevention Section
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 00034936 Position Status: PERM Payband: EE

Position Classification: Water Resources Professional II

Purpose of Position: The Water Protection Division - Ground Water Quality Bureau is seeking applications for the position of Water Resources Professional II. The position in the Pollution Prevention Section aims to promote reuse and manage ground water discharge permits.

Summary: This position provides expertise in highly specialized technical fields of Geology, Hydrology, Geochemistry, Hydrogeology, Chemistry, or Environmental Science for assessing appropriate actions for operations and closure of domestic, industrial and wastewater reuse facilities and whether those facilities are in compliance with their discharge permits. The person serving in this position is responsible for: -Reviewing discharge permit applications, -Reviewing treatment facility operations and closure plans, -Drafting permits, -Inspecting facilities, -Reviewing water quality investigations and monitoring reports, -Overseeing corrective actions and abatement plans, -Reviewing and evaluating closure activities for sites that discontinue discharging, and - Maintaining organized and regularly updated paper and electronic files for each assigned discharge permit and abatement plan, including monitoring reports and permitting actions.

Minimum Qualifications: Bachelor’s Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and two (2) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Surface Water Quality Bureau
Department Name: 2060401000 Standards, Planning & Reporting
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 00012115 Position Status: STRM Payband: EF

Position Classification: Water Resources Professional III

Purpose of Position: Specifically, this position performs moderately complex water resource analyses and activities relating to water quality, runs moderately complex hydrology models, and relays complex water quality concepts at the appropriate level depending on the audience. Water Resource Professionals protect, manage, develop, oversee and administer the water resources of the state of New Mexico for the benefit of all its citizens. Protection of water quality is the primary mission of the SWQB and having the correct job classification for SWQB staff is important for attracting skilled professionals and retaining existing staff by accurately classifying their positions.

Summary: This position works interactively with other Bureau staff, stakeholders (e.g., regulated community, non-governmental organizations, etc.), other state and federal agencies (especially the EPA), and the public to protect, manage, develop, oversee, and administer the State's water resources, specifically related to water quality, for the benefit of all New Mexicans. This position performs professional water resources work of both standard and varied assignments of a moderate to complex nature relating to surface water. This position may be tasked with investigations for which no agency-specific guidelines yet exist. As such, this position performs moderately complex water resource analyses relating to water quality, including making recommendations for administrative decisions, water quality standards amendments, improvements to water quality collection and assessment methods, and improved methods of relaying water quality concerns and priorities to a variety of audiences.

Minimum Qualifications: Bachelor's Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and four (4) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Work Unit: Water Protection Division
Department Name: 201000000 WPD Fiscal
Location: Albuquerque
Rapid Hire Date: 8.23.24

Position # 56825017 Position Status: Perm Payband: 65

Position Classification: Accountant & Auditor - Advanced

Purpose of Position: This position is responsible for fiscal management, oversight and preparing financial transactions in compliance with state and federal rules, guidelines, and regulations.

Summary: Responsibilities include process travel reimbursement, purchase requests, payment vouchers, assist with contract review, monthly reconciliation of accounting activities.

Minimum Qualifications: Bachelor's Degree in Accounting, Finance, Auditing or Business Administration and two (2) years directly related work experience in accounting, auditing, finance and/or budgeting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Water Protection Division
Department Name: 2010000000 Water Protection Division Director's Office
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 56825008 Position Status: PERM Payband: EG

Position Classification: Water Resources Professional IV

Purpose of Position: The purpose of this position is to provide support to the Water Protection Division Director's Office in project management, WPD representation on interstate water issues, and analysis and other support for legislative matters.

Summary: This position provides expertise in highly specialized technical fields of engineering, hydrology, geology, and chemistry:

- Exercises decision making authority within approved parameters on complex/large impact water resources projects and/or high-profile water resources issues.
- Mentors lower-level professional individual contributors.
- Perform high-level Administration of New Mexico's Surface and Ground Water Resources.
- Serves as project lead, directing work assignments of junior level professionals.
- Provides contract oversight and supports resource allocation decisions.
- Participates in the preparation of new rules and regulations and the revision of existing rules and regulations.
- Reviews proposed changes to statutes and their impact.
- Serves as expert witness on complex water resource matters.
- Coordinates work with other water resource professionals including any relevant local, state, or federal agencies.
- Act as a representative of the State on interstate water issues.
- Serves as source of testimony and expert advice to entities such as the Legislature, Committees, Courts, Commissions, and external water resources businesses.

Minimum Qualifications: Bachelor's Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering and six (6) years of relevant experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling ten(10) years may substitute for the required education and experience.

Work Unit: Water Protection Division
Department Name: 2010000000 Water Protection Division Director's Office
Location: Albuquerque
Rapid Hire Date: 8.23.24

Position # 56825004 Position Status: Perm Payband: 65

Position Classification: Public Relations Coordinator A

Purpose of Position: The Public Relations Coordinator will be responsible for assisting to create and maintain a favorable public image for the Water Protection Division, as well as to help educate and inform the public and media on water quality issues across New Mexico.

Summary:

Cultivate and maintain relationships with media outlets, local, state and/or federal officials, as well as officials of public, civic, nonprofit, and private agencies.

Draft press releases and media advisories.

Coordinate interviews and press conferences.

Create and maintain social media profiles across different platforms.

Perform standardized duties of collecting and disseminating information.

Assists with outreach strategies to inform and educate the public on water quality issues and programs within the Water Protection Division.

Assists with PR related content for community events, workshops, and meetings.

Assists co-workers with public speaking events and coordinating special events.

Assists with conducting research on social, economic, and political trends that may impact the department.

Minimum Qualifications: Bachelor's degree in Business Administration with an emphasis in marketing and two (2) years of experience in journalism, advertising and and/or marketing. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Water Protection Division
Department Name: 2010100000 WPD Fiscal
Location: Albuquerque
Rapid Hire Date: 8.23.24

Position # 56825002 Position Status: STRM Payband: 75

Position Classification: Program Coord II

Purpose of Position: The New Mexico Environment Department is an agency with a complex budget and funding stream in excess of \$180M and over 125 funding sources (100+ of those include federal grants with distinct restrictions and requirements). Services performed by contractors and subcontractors with complex, technical scopes of work are a key aspect of implementing the agency mission across its varied funding sources and in alignment with state procurement code, federal regulations, sponsor requirements (ex: grant), and agency policies and procedures. Given the increased federal funding the agency has received in the last several years, it is essential to have these positions focused on planning, coordinating, implementing, monitoring, analyzing, and reporting on contractual activities. NMED is creating several of this positions to serve each P-Code and select work units that generate significant contract activity.

Summary: These positions are focused on planning, coordinating, implementing, monitoring, analyzing, and reporting on contractual and large scale and dollar amount activities, both general and professional services and other high dollar purchases. They serve as mission-critical bridge between financial and programmatic operations ensuring proper and efficient procurement, budgeting, performance monitoring, reconciliation, and reporting on contracts and subcontracts in support of the mission. Ensures operations comply with federal, state, regulatory or other oversight requirements.

Minimum Qualifications: Bachelor’s Degree and five (5) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Water Protection Division
Department Name: WPD
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 56825018 Position Status: STRM Payband: EI

Position Classification: Water Resources Manager II

Purpose of Position: Responsible for the complete oversight of the day-to-day control of a district office or section unit and all operations therein. This level of management provides direction to all staff that may include WRM I, WRP I through WRP IV, and staff within the Engineering Technicians (ET) I thru IV in the operations of water resource administration and customer service within the Office of the State Engineer District Offices, Bureaus or other sections to ensure the mission of an agency is carried out and public services are provided to the highest caliber. Supervision of 2 or more FTE professional individual water resources staff performing technical analysis related to water resource management.

Summary:

- Provides complete management oversight authority over staff operations, and customer services in a workplace environment.
- Has final review of technical recommendations from junior staff on surface water and groundwater water rights applications in basins administered by the respective OSE district offices.
- Provides direction to staff on the Administration of New Mexico's Surface and Ground Water Resources.
- Provides final review of technical reviews to ensure they are in accordance with state law/rules and regulations of the OSE.
- Ensures permit holders are in compliance with permit conditions.
- Ensures other related water rights documents are processed in a timely manner.
- Ensures junior staff provides customers with accurate information relating to water rights issues.
- This position has final validity technical reviews from junior staff of surface and groundwater declarations.
- Reviews final hiring staff selection recommendations to ensure they are in accordance with SPO and HR guidelines.
- Ensures all staff MEP packets are processed in a timely manner.
- Represents the OSE at meetings with various political subdivisions.
- Provides constant evaluation of policies and methods of dealing with water rights issues and overall water rights administration.
- Accountable for planning, organizing, budgeting, resource allocation and review of assigned water resources functions and staff.
- Accountable for the development of plans for assigned organizational units and for delegating achievements of objectives to the relevant teams.
- Identifies, allocates, reorganizes, and provides necessary resources to achieve organizational objectives.
- Engage in effective people management activities such as recruitment, training, development, performance management, and customer services.
- Work direction is independent but does receive direction from a higher-level manager and at times the State Engineer.
- May act as a representative/expert of the State on intra and interstate water issues
- Coordinates project work with other water resource professionals including any relevant local, state, and federal agencies.

Minimum Qualifications: Bachelor's Degree in a related Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Biology, Natural Science, Physical Science, Life Science, Biology, Chemistry, Geography Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management or Engineering) and six (6) years of relevant experience. Master's Degree in the above disciplines and four (4) years of relevant experience, six (6) years of which must be in a supervisory role. Any combination of education from an accredited college or university in a related field and/or direct experience as it pertains to the essential duties and responsibilities of this classification totaling ten (10) years may substitute for the required education and experience.

Work Unit: Hazardous Waste Bureau
Department Name: 3507000000 C&TAP Santa Fe
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 10117114 Position Status: STRM Payband: 70

Position Classification: Environ Sci & Spec - O

Purpose of Position: This position serves as operational regulatory compliance specialist to promote adherence to all applicable state and department laws, rules/ policies/ and procedures. This position provides entry to mid-level regulatory compliance expertise to improve oversight of hazardous waste generators and permitted hazardous waste management facilities. This position performs hazardous waste facility inspections and technical assistance visits/ documents and responds to environmental complaints/ and oversees hazardous waste cleanups from incident spills. This position assists in the development of compliance and enforcement efforts. This position reviews inspection reports and enforcement documents, assists in the development and maintenance of policies/ procedures/ and guidance documents, receives mentorship and training from more experienced HWB staff, and assists with the process rule adoption and authorization with Bureau management.

Summary: Compliance Inspections, Compliance Assistance Visits (Weight 40%) Includes conducting compliance evaluation inspections (CEI) of hazardous waste generators and permitted facilities to meet EPA Work Plan Commitments and staff assignments. Performing inspections of facilities selected by management as requested, and other inspection related support activities. Documentation and Reporting (Weight 40%) Includes preparing inspection reports as new inspector, preparing electronic inspection reports, compile documentation file for each inspection in accordance with HWB procedures, submitting documentation to supervisor according to established timetables for policies, protocols, and procedures. technically and grammatically correct. Public Awareness and Outreach (Weight 10%) Includes educating the public and regulated community on waste management issues as assigned. Training and Miscellaneous (Weight 10%) Includes complete technical and regulatory training as assigned and approved, and learning and biding with all Department/Bureau/Program directives, policies and procedures for specified topics.

Minimum Qualifications: Bachelor's Degree in Environmental Science, Animal Science, Natural Science, Biological Science, Physical Science or Chemistry and two (2) years of experience in environmental science, animal science, natural sciences, biological science, physical science and/or chemistry. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Petroleum Storage Tank Bureau
Department Name: 3200000000 Petroleum Storage Tank Bureau
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 00028175 Position Status: PERM Payband: 95

Position Classification: Gen I Manager - Env Sci / Bureau Chief

Purpose of Position: This position administers the Petroleum Storage Tank Regulations and the Corrective Action Fund Administration Regulations and oversees and manages the the day to day operations of the Petroleum Storage Tank Bureau. Key area include tank registration, pollution prevention through inspection, compliance assistance and enforcement, environmental investigation and clean up of release sites and the management of the Corrective Action Fund, a state financial assurance mechanism. This position is also responsible for recruiting, hiring and maintaining qualified and productive staff and related personnel actions, managing state and federal grant funds, advise senior management on legal and management issues, policies and rules. This position interacts with and is responsive to the US Environmental Protection Agency, the Storage Tank Committee and the Office of the Environment Department Secretary.

Summary: The Bureau Chief communicates Department and Bureau goals, priorities, and action plans and implement clearly and effectively. Works closely with managers to ensure effective, efficient and timely completion of daily operations including tank registration, compliance assistance and follow enforcement action or related settlement agreements. Closely monitor Corrective Action Fund expenditures to maximize cost effective remediation of release sites. Provides technical assistance, direction, and training and mentoring of staff and works closely with financial and budget staff. Perform legislative bill analysis and proposals of new legislation. Define work expectations and hold each staff member accountable. The Bureau Chief clearly communicates Department and Bureau goals, priorities, and action plans and implements programs efficiently and effectively.

Minimum Qualifications: A Master's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling fourteen (14) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Work Unit: Resource Protection Division
Department Name: 3100000000 Office of RPD Director
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 56925001 Position Status: STRM Payband: 65

Position Classification: Mgmt Analyst A

Purpose of Position: This position plays a vital role in ensuring the smooth operation of defined, limited scope workforce support functions within the work unit, focusing on recruitment, transactions, onboarding, training, documentation, and employee customer service. The position reports to their assigned work unit and provides direct support to the work unit and sub work units, while following all State and agency Human Resources Bureau and Administrative Services Division processes, procedures, guidance, and training. The position is an ambassador of the agency to employees and promotes a positive and productive work environment.

Summary: Facilitate HR-related paperwork processes, including recruitment, job advertisements, and position maintenance and reclassification transactions, ensuring accurate and complete submissions for processing. Coordinate employee onboarding and training. Facilitate the maintenance and management of organizational charts and records, ensuring confidentiality. Provide customer service and support, referring inquiries to appropriate HR personnel and assisting with reports and data reconciliation.

Minimum Qualifications: Bachelor’s Degree in Business Administration and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Resource Protection Division
Department Name: 3101000000 RPD Finance
Location: Albuquerque
Rapid Hire Date: 8.23.24

Position # 56925002 Position Status: STRM Payband: 75

Position Classification: Program Coord II

Purpose of Position: The New Mexico Environment Department is an agency with a complex budget and funding stream in excess of \$180M and over 125 funding sources (100+ of those include federal grants with distinct restrictions and requirements). Services performed by contractors and subcontractors with complex, technical scopes of work are a key aspect of implementing the agency mission across its varied funding sources and in alignment with state procurement code, federal regulations, sponsor requirements (ex: grant), and agency policies and procedures. Given the increased federal funding the agency has received in the last several years, it is essential to have these positions focused on planning, coordinating, implementing, monitoring, analyzing, and reporting on contractual activities. NMED is creating several of this positions to serve each P-Code and select work units that generate significant contract activity.

Summary: These positions are focused on planning, coordinating, implementing, monitoring, analyzing, and reporting on contractual and large scale and dollar amount activities, both general and professional services and other high dollar purchases. They serve as mission-critical bridge between financial and programmatic operations ensuring proper and efficient procurement, budgeting, performance monitoring, reconciliation, and reporting on contracts and subcontracts in support of the mission. Ensures operations comply with federal, state, regulatory or other oversight requirements.

Minimum Qualifications: Bachelor’s Degree and five (5) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Solid Waste Bureau
Department Name: 3307000000 Enforcement Section
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 00012355 Position Status: PERM Payband: 70

Position Classification: Environmental Sci & Spec. - O

Purpose of Position: This position exists to protect the public and the environment by assuring compliance with the Solid Waste Act, New Mexico Solid Waste Rules, Recycling and Illegal Dumping Act, and the Recycling, Illegal Dumping and Scrap Tire Management Rule through unannounced inspection of regulated solid waste or scrap tire facilities, operations or haulers, including medical facilities and scrap tire generators, with emphasis on the protection of ground water, surface water and soil; investigation of wrong doing; and the review of waste excavation, disposal management and facility operations plans. This position increases the Solid Waste Bureau's capacity to issue enforcement documents, to pursue formal enforcement actions that create a deterrent to noncompliance, and to improve departmental performance measure compliance.

Summary: Responsibilities include scheduling, performing and documenting inspections of regulated facilities, operations, haulers and waste generators; logging and investigating complaints of improper management, transport or disposal of solid waste or scrap tires to verify and resolve regulatory noncompliance, and to assure protection of human health and the environment; coordinating, preparing and overseeing the issuance of informal enforcement actions (requests for voluntary compliance) and formal enforcement actions (statutory-based enforcement assessing monetary penalties); reviewing various waste excavation, special waste disposal management and site characterization or abatement plans for approval; and responding to requests from the public and the regulated community regarding proper solid waste and scrap tire management, recycling or disposal.

Minimum Qualifications: Bachelor's Degree in Environmental Science, Animal Science, Natural Science, Biological Science, Physical Science or Chemistry and two (2) years of experience in environmental science, animal science, natural sciences, biological science, physical science and/or chemistry. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Solid Waste Bureau
Department Name: 3307000000 Enforcement Section
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 00012328 Position Status: PERM Payband: 70

Position Classification: Environmental Sci & Spec. - O

Purpose of Position: This position exists to protect the public and the environment by assuring compliance with the Solid Waste Act, New Mexico Solid Waste Rules, Recycling and Illegal Dumping Act, and the Recycling, Illegal Dumping and Scrap Tire Management Rule through unannounced inspection of regulated solid waste or scrap tire facilities, operations or haulers, including medical facilities and scrap tire generators, with emphasis on the protection of ground water, surface water and soil; investigation of wrong doing; and the review of waste excavation, disposal management and facility operations plans. This position increases the Solid Waste Bureau's capacity to issue enforcement documents, to pursue formal enforcement actions that create a deterrent to noncompliance, and to improve departmental performance measure compliance.

Summary: Responsibilities include scheduling, performing and documenting inspections of regulated facilities, operations, haulers and waste generators; logging and investigating complaints of improper management, transport or disposal of solid waste or scrap tires to verify and resolve regulatory noncompliance, and to assure protection of human health and the environment; coordinating, preparing and overseeing the issuance of informal enforcement actions (requests for voluntary compliance) and formal enforcement actions (statutory-based enforcement assessing monetary penalties); reviewing various waste excavation, special waste disposal management and site characterization or abatement plans for approval; and responding to requests from the public and the regulated community regarding proper solid waste and scrap tire management, recycling or disposal.

Minimum Qualifications: Bachelor's Degree in Environmental Science, Animal Science, Natural Science, Biological Science, Physical Science or Chemistry and two (2) years of experience in environmental science, animal science, natural sciences, biological science, physical science and/or chemistry. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Solid Waste Bureau
Department Name: 3309000000 Outreach Section
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 00012042, 00012043 Position Status: PERM Payband: 70

Position Classification: Environmental Sci & Spec. - O

Purpose of Position: This position exists within the Solid Waste Bureau, Outreach Section, to provide outreach and education to ensure that recycling, composting, and solid waste facilities are operated by trained staff, in compliance with the New Mexico Solid Waste Rules, to prevent creation of public nuisances and to protect public health, water resources, and the environment of New Mexico.

Summary: This position provides guidance to the regulated community, private businesses, and the general public by developing and conducting operator certification courses and educational workshops, and by providing one-on-one technical assistance, thereby reducing the need for compliance actions and contributing to attainment of NMED / Solid Waste Bureau ("Bureau") performance goals. In addition, this position acts as a team member to administer Recycling and Illegal Dumping grant funds; compile annual report data; maintain the Bureau's website; and respond to public information requests.

Minimum Qualifications: Bachelor's Degree in Environmental Science, Animal Science, Natural Science, Biological Science, Physical Science or Chemistry and two (2) years of experience in environmental science, animal science, natural sciences, biological science, physical science and/or chemistry. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040100100 Modeling Unit
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 00025092 Position Status: STRM Payband: 75

Position Classification: Environmental Sci & Spec. - A

Purpose of Position: Review air dispersion modeling analyses submitted in support of an air quality permit application. This position also conducts modeling analyses to provide basis for a regulation development or for an enforcement action. Provides technical guidance and information to consultants, citizen groups, and Air Quality Bureau staff. Provides support for fire smoke management.

Summary: Review and/or perform Air Dispersion Modeling for air pollutant emission sources, including analysis and preparation of modeling data inputs. Provide feedback to industry regarding modeling their emission sources according to EPA's guidance and to demonstrate compliance with national ambient air quality standards. Develop technical improvements in modeling procedures and guidance.

Minimum Qualifications: Bachelor's Degree in Environmental Science, Animal Science, Natural Science, Biological Science, Physical Science or Chemistry and four (4) years of experience in environmental science, animal science, natural science, biological science, physical science and/or chemistry. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040100200 Control Strategy Unit 2
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 57025002, 57025003, 57025004

Position Status: STRM Payband: 75

Position Classification: ENVIRO SCI & SPEC-A

Purpose of Position: As an Environmental Analyst for the Air Quality Bureau, you will develop and revise the State Implementation Plan, including air quality regulations, to comply with and implement the federal Clean Air Act including the National Ambient Air Quality Standards in New Mexico. The successful candidate will also be responsible for the development and implementation of other air quality management plans and regulations to comply with state statutes and the Governor's directives, initiatives, and policies to ensure healthy air for all New Mexicans and our Environment.

Summary: An Environmental Analyst researches assigned air pollution topics, analyzes data, prepares reports, presents summaries and conclusions to management, develops educational and outreach material, and manages special projects and grants. The Environmental Analyst is responsible for meaningful stakeholder engagement that leads to transparent negotiations, correspondence and coordination with other state, Tribal and federal agencies during the regulatory development process. In this position, the successful candidate will also prepare testimony and exhibits for public hearings before the Environmental Improvement Board, or a hearing officer, for the adoption of air quality management plans, regulations, and general permits.

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and five (5) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040100200 Control Strategy Unit 2
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 57025005, 57025006

Position Status: STRM Payband: 70

Position Classification: ENVIRO SCI & SPEC-O

Purpose of Position: As an Environmental Analyst, you will develop and revise the New Mexico State Implementation Plan, including air quality regulations, to comply with the federal Clean Air Act and attain the National Ambient Air Quality Standards. The successful candidate will also be responsible for the development and implementation of other air quality management plans and regulations to comply with state statutes and the Governor's directives, initiatives, and policies to ensure healthy air for all New Mexicans and our Environment.

Summary: An Environmental Analyst for the Air Quality Bureau researches assigned air pollution topics, analyzes data, prepares reports, presents summaries and conclusions to management, develops educational and outreach material, and manages special projects and grants. The Environmental Analyst is responsible for meaningful stakeholder engagement during the regulatory development process that leads to transparent negotiations, correspondence and coordination with other state, Tribal and federal agencies. In this position you will also prepare testimony and exhibits for public hearings before the Environmental Improvement Board, or a hearing officer, for the adoption of air quality management plans, regulations, and general permits.

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and two (2) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040100200 Control Strategy Unit 2
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 57025001 Position Status: STRM Payband: 80

Position Classification: STAFF - ENV SCIENCE

Purpose of Position: This key position manages the Control Strategies Section within the Planning Section of the Air Quality Bureau; this section is responsible for critical air quality planning projects. The Control Strategies Manager oversees development of new air regulations for New Mexico, including drafting language for new rules, writing documents providing the technical basis for new rules, and developing documents supporting these rules for review by the state Environmental Improvement Board. This position also conducts extensive stakeholder engagement with industry and environmental organizations, as well as outreach to the public on these projects.

Summary: The manager supervises and mentors staff in developing timelines for projects, writing technical and regulatory documents, and analysis of air quality data needed to support development of new air regulations. The manager is also responsible for assigning work, designating the team for each project, and interfacing with upper management on progress for each project. The manager also evaluates performance and motivates employees. The manager establishes and maintains a culture of cooperativeness, adaptability, and customer service, as well as diversity, equity, and inclusion.

The manager is also responsible for coordinating with various stakeholders including U.S. EPA, public, industry, consultants, bureau staff, and other regulatory agencies. Additional duties of this position include assigning, tracking, and reviewing special projects and deliverables such as distribution of funding for low emitting and electric vehicles.

Minimum Qualifications: A Bachelor's Degree in any field of study from an accredited college or university and five (5) years of professional level experience operating within parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Work Unit: Air Quality Bureau
Department Name: 4040200400 Administrative Support Unit 2
Location: Albuquerque
Rapid Hire Date: 8.23.24

Position # 57025014 Position Status: STRM Payband: 70

Position Classification: Management Analyst -Supv

Purpose of Position: The position will ensure that the bureau responds to requests to inspect public records received directly from the public or by referral from the Department Public Records Custodian, make the public records available for inspection, and provide reasonable facilities to make or furnish copies of the public records during usual business hours. The position will interact with the state Records and Archives to authorize the transfer, withdrawal, or destruction of the bureau's records, and ensure the maintenance, care, and keeping of Air Quality's records. The position will administer the receipt of more than \$8.8 million of annual permit fees. The position will purchase, track and disseminate various fixed assets belonging to the bureau. The position will ensure the creation, development, and tracking of several contracts supporting the bureau.

Summary: 1 - Administer invoices and the receipt of more than 8.8 million in annual and permit review fees and track the receipt of the bureau's fees; perform reconciliations of payments. 2 - Ensure the bureau responds to requests to inspect public records received directly from the public or referral from Department Public Records Custodian and make the public records available for inspection; 3 - Purchase, manage, and track an inventory of fixed assets; this requires research of equipment prices and availability along with maintaining databases 4 - Contract Management – Responsible for the creation and development of contracts in collaboration with the project managers to include obtaining final signatures. Track contract dates and obtain appropriate signatures on invoices for payment. Work with respective parties to renew contracts and price agreements.

Minimum Qualifications: Bachelor's Degree in Business Administration and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040200400 Administrative Support Unit 2
Location: Albuquerque
Rapid Hire Date: 8.23.24

Position # 57025015 57025016 Position Status: STRM Payband: 65

Position Classification: Management Analyst - A

Purpose of Position: This position is needed to support administrative work of the Air Quality, including managing program fees, grants, and contracts.

Summary: Supporting Bureau 1) administrative functions including the collecting of program fees(30%); 2)securing and management of contracts; increasing Bureau efficiency (25%); 3) Provide administrative support including but not limited so securing and managing grant funds. as well as maintaining Department and Bureau quality control and quality assurance policies (25%). 4) Adminsitrative support, document management, data entry and process implmentation and improviement. (20%)

Minimum Qualifications: Bachelor’s Degree in Business Administration and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040300200 Minor Source Permitting Unit 3
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 57025008

Position Status: STRM Payband: 80

Position Classification: Environmental Scientist Specialist-Supervisor

Purpose of Position: This position supervises staff and assists the Minor Source Manager with duties related to the Minor Source Permit Program.

Summary: The incumbent (1) Directly supervise two ESS-O positions and two ESS-A positions in the Minor Source Section and evaluate their job performance; interview and select personnel for these technical staff positions. (2) Develops Minor Source Program goals, manage objectives, scope, policies, and organizational plans and strategies to carry out existing and implement new regulations; (3) Coordinates operations, organize sub-functions to meet the goals and objectives of the agency. Review Minor Source Program's technical work and insure uniform and equitable application of state and federal regulations across industry; (4) Sets policy and procedures on matters that affect the Minor Source Program. (5) Supervises the Minor Source Program in alignment with federal grant requirements. (6) Responsible for solving the complex problems of the Minor Source Program through analysis and evaluation of the facts, distinguishing issues and circumstances that make each case distinct, formulating alternative solutions, balancing the relative benefits and consequences of possible courses of action. (7) Develops program goals, objectives, and organizational plans for the efficient delivery of services. (8) Responsible for handling some technically complex permitting actions.

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and five (5) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040300200 Minor Source Permitting Program
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 57025007 Position Status: STRM Payband: 85

Position Classification: Administrative Operations Mgr I - ENV SCIENCE

Purpose of Position: This key position manages the Minor Source Permitting program, overseeing two units devoted to analyzing and processing minor source permit applications. The program manager will oversee hiring and training of new staff, hiring and training of contractors or temporary workers, workloads/assignments, final approvals of permits and strategies for efficiency processing within the program. The position will also contribute to process improvements, permit language change decisions, and improved collaboration between Permitting and Compliance & Enforcement sections.

Summary: (1) Supervision - Promote a healthy work environment while holding employees accountable for their learning and production. Assess and respond to training needs. Provide meaningful and constructive feedback through performance reviews and regular check-ins. Approve employee time. (2) Organizational Success - Review and provide feedback on work products, work processes, team dynamics and knowledge sharing. Encourage appropriate in-house and outside trainings for capacity-building. Oversee contractual obligations related to Permitting. Assure statutory deadlines for permit processing and stakeholder engagement/comments are adhered to. Participate in public hearings, local and regional meetings and conferences. Assist other sections of the Bureau with information as requested and communicate with other sections regarding issues intrabureau issues. Respond to other requests, such as assisting with regulation development, technical research, computer application development and template guidance.

Minimum Qualifications: A Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience with a tactical impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Work Unit: Air Quality Bureau
Department Name: 4040300200Minor Source Permitting Unit 3
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 57025009 57025010 57025011

Position Status: STRM Payband: 75

Position Classification: ENVIRO SCI & SPEC-A

Purpose of Position: The purpose of the position is to perform a technical and regulatory review of moderate technically complex air quality permit applications; including verifying emissions calculations, determining applicable state and federal regulations, and drafting legally enforceable air permits and technical support documents using standardized templates and protocols to compile a quality administrative record. This position will also provide support to the Permit Programs Section of the Air Quality Bureau, through a variety of special projects that enhance the efficiency of the Section, including project management of software projects, database maintenance & quality assurance, and other special projects.

Summary: As a permit specialist you will be responsible for simultaneously processing multiple applications within regulatory deadlines and completing a variety of special projects. This position requires coordinating with various stakeholders including the public, industry, consultants, bureau staff, and other regulatory agencies. The ideal candidate must have strong technical and mathematical skills, be capable of handling multiple projects at a time, and be attentive to detail.

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and five (5) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040300200Minor Source Permitting Unit 3
Location: Albuquerque
Rapid Hire Date: 8.24.24

Position # 57025012, 57025013

Position Status: STRM Payband: 70

Position Classification: ENVIRO SCI & SPEC-O

Purpose of Position: The purpose of the position is to perform a technical and regulatory review of moderate technically complex air quality permit applications; including verifying emissions calculations, determining applicable state and federal regulations, and drafting legally enforceable air permits and technical support documents using standardized templates and protocols to compile a quality administrative record. This position will also provide support to the Permit Programs Section of the Air Quality Bureau, through a variety of special projects that enhance the efficiency of the Section, including project management of software projects, database maintenance & quality assurance, and other special projects.

Summary: As a permit specialist you will be responsible for simultaneously processing multiple applications within regulatory deadlines and completing a variety of special projects. This position requires coordinating with various stakeholders including the public, industry, consultants, bureau staff, and other regulatory agencies. The ideal candidate must have strong technical and mathematical skills, be capable of handling multiple projects at a time, and be attentive to detail.

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and two (2) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040300301 PSD Sources Program
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 00034653 Position Status: STRM Payband: 75

Position Classification: Environmental Sci & Spec. - A

Purpose of Position: The purpose of the position is to perform technical and regulatory review of the most complex air quality permit applications including Prevention of Significant Deterioration major sources. Permit reviews include verifying emissions calculations, determining applicable state and federal regulations, and drafting legally enforceable air permits and technical support documents using standardized templates and protocols to compile a quality administrative record. Permit staff may also testify or represent the Department before the Environmental Improvement Board, at public hearings, and open house meetings. This position supports the Permit Programs Section of the Air Quality Bureau to enhance the efficiency of the Section, including a variety of special projects.

Summary: Process Air Quality Permit Applications: Review applications, rule them complete, and issue or deny in accordance with deadlines in permitting rules 20 NMAC 2.70, 2.72, 2.73, and 2.74. Complete assigned permit workload to achieve performance standards. Produce Quality Permits and Permit Files: Maintain quality permit documents and analyses of the permitting process including a Statement of Basis, correspondence to and from various parties (i.e., permit applicant, concerned citizens, EPA). Submit draft and proposed final NSR/TV permits to the applicant, managers, EPA, in a timely fashion prior to permit issuance due date. Project Management: Able to prioritize tasks and deadlines. Complete all tasks including special projects assigned by the supervisor. Customer Service: Provide high quality external and internal customer service in a professional respectful atmosphere. Volunteer for, participate in, and contribute to permit condition development, action teams, technical research, computer applications, policy, and procedure development. Attend trainings to gain program experience and train junior staff as appropriate.

Minimum Qualifications: Bachelor's Degree in Environmental Science, Animal Science, Natural Science, Biological Science, Physical Science or Chemistry and four (4) years of experience in environmental science, animal science, natural science, biological science, physical science and/or chemistry. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Work Unit: Air Quality Bureau
Department Name: 4040400200-Compliance Reporting Unit
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 57025017

Position Status: STRM Payband: 80

Position Classification: Environmental Scientist Specialist Supervisor

Purpose of Position: This position in the Compliance and Enforcement Section of the Air Quality Bureau plays a crucial role in upholding air quality standards. The purpose is to supervise staff, review technical documents, investigate areas of noncompliance with air quality laws, regulations, and permit conditions, and help manage databases. This position will also serve as a regulatory resource and will collaborate with other managers and supervisors to accomplish the NMED goal.

This position will effectively supervise and motivate staff, including daily guidance and training coordination, so that thoroughly documented report reviews are completed within assigned time frames. Assign, delegate, track tasks to ensure employee accountability for completion of assignments accurately, timely and professionally. Perform personnel and HR tasks, including hiring, evaluations, schedules, leave requests, disciplinary actions and terminations/resignations. Work on and manage special projects as needed to include Information requests, public complaints processing, and administration of various databases, including the Air Quality Bureau Compliance Reporting (AQBCR) application used for electronic document submission by the regulated community.

Summary: The unit supervisor will oversee subordinate staff, meet regulatory deadlines, ensure compliance with state personnel policies, review compliance reports for legal enforceability, and develop a cohesive, well-trained team to implement the section's duties.

Your work will have a profound impact on our key customers, the regulated community, the public, the Air Quality Bureau, the EPA, and other agencies. This job is crucial in meeting regulatory requirements for evaluating compliance with air quality permits, state and federal regulations, and EPA directives.

This position develops, reviews, and finalizes various technical documents to help pursue enforcement cases and show facility compliance. Responsibilities may include infrequent travel to industrial facilities within New Mexico or attendance at training sessions, meetings, conferences, in-state or out-of-state.

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and five (5) years of work experience in public /environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Climate Change Bureau
Department Name: 4091000000 Climate Change Bureau
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 10117240

Position Status: STRM Payband: 75

Position Classification: Program Coordinator II

Purpose of Position: This position will coordinate efforts related to furthering New Mexico's clean hydrogen economy and other clean fuels in support effecting reduction of greenhouse gas emissions. You will be joining a dynamic team focused on reducing the state's greenhouse gas emissions by at least 45% by 2030 from 2005 levels and net zero emissions by 2050.

Summary: - Use planning, organizing, and communication skills to incorporate clean hydrogen development and other measures into the state's comprehensive climate action plan. - Make presentations to the public and stakeholders on the states climate action planning process and the proposed climate actions. - Support the development of clean hydrogen production, transportation, fueling and other uses in New Mexico by conducting internal and external program coordination related to clean hydrogen and clean fuels in New Mexico.- Seek out, support, and coordinate grants and funding opportunities related to clean hydrogen and other clean fuels in New Mexico. - Conduct interdisciplinary assessment and evaluation of existing technology and science to develop data-informed recommendations. - Use your writing, research, and design skills to prepare and review technical reports, outreach materials, videos, fact sheets, presentations, press releases, talking points and briefs. - Communicate effectively and efficiently with coworkers, supervisors, management, and external parties, stakeholders and the general public. - Work to procure the services of expert consultants needed to augment staff resources and expertise. - Organize and maintain Climate Change Bureau records - Respond to inquiries and requests for information/assistance, consistent with the Inspection of Public Records Act and Public Involvement Policy

Minimum Qualifications: Bachelor's Degree and five (5) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Climate Change Bureau
Department Name: 4091010000 Planning and Operations Section
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 57025020

Position Status: STRM Payband: 65

Position Classification: Management Analyst -A

Purpose of Position: You will be joining a dynamic team focused on reducing the state's greenhouse gas emissions by at least 45% by 2030 from 2005 levels and net zero emissions by 2050. As a key member of the administrative team, you will collect and track program fees, provide administrative support, and help manage contracts and grants.

Summary: Collect and track program fees; help manage contracts; provide administrative support to the Bureau; and support the management of grants and other funding.

Minimum Qualifications: Bachelor's Degree in Business Administration and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Climate Change Bureau
Department Name: 4091020000 Permitting Section
Location: Albuquerque
Rapid Hire Date: 08.24.24

Position # 57025018 Position Status: STRM Payband: 75

Position Classification: ENVIRO SCI & SPEC-A

Purpose of Position: You will be joining a dynamic team focused on reducing the state's greenhouse gas emissions by at least 45% by 2030 from 2005 levels and net zero emissions by 2050. As the lead for using Clean Transportation Fuel Standard in climate action planning, you be reaching out to businesses, industry, and communities throughout New Mexico to develop a comprehensive climate action plan, incorporating Clean Transportation Fuel Standard policies and projects, as appropriate.

This position will coordinate efforts related to furthering New Mexico's Clean Transportation Fuel Standard in support effecting reduction of greenhouse gas emissions.

Summary: Use planning, organizing, and communication skills to incorporate clean hydrogen development and other measures into the state's comprehensive climate action plan.

Make presentations to the public and stakeholders on the states climate action planning process and the proposed climate actions.

Support the development of clean hydrogen production, transportation, fueling and other uses in New Mexico by conducting internal and external program coordination related to clean hydrogen and clean fuels in New Mexico.

Seek out, support, and coordinate grants and funding opportunities related to clean hydrogen and other clean fuels in New Mexico.

Conduct interdisciplinary assessment and evaluation of existing technology and science to develop data-informed recommendations.

Use your writing, research, and design skills to prepare and review technical reports, outreach materials, videos, fact sheets, presentations, press releases, talking points and briefs.

Communicate effectively and efficiently with coworkers, supervisors, management, and external parties, stakeholders and the general public.

Work to procure the services of expert consultants needed to augment staff resources and expertise.

Organize and maintain Climate Change Bureau records

Respond to inquiries and requests for information/assistance, consistent with the Inspection of Public Records Act and Public Involvement Policy

Minimum Qualifications: Bachelor's Degree in Physical, Natural, or Environmental Science, Soil Science, or Engineering and five (5) years of work experience in public/environmental health, environmental science, Air Quality Management, Biology, Engineering, Chemistry, Geology, Hazardous Waste Management, Wildlife Management, and/or Water Resources. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

Work Unit: Climate Change Bureau
Department Name: 4091020000 Permitting Section
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 57025019 Position Status: STRM Payband: 70

Position Classification: Program Coordinator -I

Purpose of Position: You will be joining a dynamic team focused on reducing the state's greenhouse gas emissions by at least 45% by 2030 from 2005 levels and net zero emissions by 2050. As the lead for using Clean Transportation Fuel Standard in climate action planning, you be reaching out to businesses, industry, and communities throughout New Mexico to develop a comprehensive climate action plan, incorporating Clean Transportation Fuel Standard policies and projects, as appropriate.

This position will coordinate efforts related to furthering New Mexico's Clean Transportation Fuel Standard in support effecting reduction of greenhouse gas emissions.

Summary: Use planning, organizing, and communication skills to incorporate clean hydrogen development and other measures into the state's comprehensive climate action plan.

Make presentations to the public and stakeholders on the states climate action planning process and the proposed climate actions.

Support the development of clean hydrogen production, transportation, fueling and other uses in New Mexico by conducting internal and external program coordination related to clean hydrogen and clean fuels in New Mexico.

Seek out, support, and coordinate grants and funding opportunities related to clean hydrogen and other clean fuels in New Mexico.

Conduct interdisciplinary assessment and evaluation of existing technology and science to develop data-informed recommendations.

Use your writing, research, and design skills to prepare and review technical reports, outreach materials, videos, fact sheets, presentations, press releases, talking points and briefs.

Communicate effectively and efficiently with coworkers, supervisors, management, and external parties, stakeholders and the general public.

Work to procure the services of expert consultants needed to augment staff resources and expertise.

Organize and maintain Climate Change Bureau records

Respond to inquiries and requests for information/assistance, consistent with the Inspection of Public Records Act and Public Involvement Policy

Minimum Qualifications: Bachelor's Degree and three (3) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling seven (7) years may substitute for the required education and experience.

Work Unit: Environmental Health Division
Department Name: 4100000000 -Environmental Health Division
Location: Farmington
Rapid Hire Date: 8.23.24

Position # 5712541002 Position Status: STRM Payband: 70

Position Classification: Project Coordinator I

Purpose of Position: This position is responsible for coordination, and oversight of grant to include reporting, and compliance with local, state and federal rules, guidelines and regulations.

Summary: Supports outreach and meaningful community engagement with unserved and overburdened communities to address issue of concerns. Develops and delivers outreach and training brochures, related program marketing, and informational material for varied audiences. Provides technical assistance when necessary to support project. (20%); Is responsible for the daily operations of the project, which includes but is not limited to providing information, guidance and technical support to program participants, the public, and partner organizations. Use statistical and database management programs to analyze data and prepare summary, narrative reports, graphs, tables, charts and illustrations. Monitors trends using collected data and determine if further study is indicated. (30%); Is responsible for organizing and establishing regular meetings with partners to foster positive relationships and promote program success (10%); Is responsible for planning, implementing and monitoring program procedures and activities to ensure efficient, targeted and measurable services and outcomes, and if necessary makes necessary adjustments if challenges arise. Updates operating manuals and policies.(20%); Reviews and manages federal register ,notice reviews, grant funding, agreements related to project and reports on project. Prepares grant proposals, RFPs and/or other funding-related requests related to program. Recommends policy and procedures changes to improve program outcomes.(20%)

Minimum Qualifications: Bachelor’s Degree and three (3) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling seven (7) years may substitute for the required education and experience.

Work Unit: Environmental Health Division
Department Name: 4100000000 Office of the EHD Director
Location: Santa Fe
Rapid Hire Date: 8.23.24

Position # 5712541001 Position Status: PERM Payband: 85

Position Classification: Administrative Operations Mgr II / Program Financial Manager

Purpose of Position: The Environmental Health Program's Program Financial Manager is responsible for budget development and financial management across various funding sources including federal grants and directly supports the Environmental Health Bureau, Occupational Health & Safety Bureau, and Cannabis & Hemp Bureau. This position leads and manages all financial services and budgetary operations for WPD in coordination with the Administrative Services Division and Division leadership and ensures operations are efficient, effective, and fiscally solvent while performed in accordance with the Model of Accounting Principles established by the State of New Mexico Department of Finance & Administration, Governmental Accounting Standards Board (GASB), and rules and regulations outlined in funding agreements.

Summary: This position analyzes, plans, and manages integrated budgetary operations for the Environmental Health Division through the implementation of funding across general fund, special revenue funds, federal grants, and other transfers; develops and maintains models for budget projections; maintains internal financial and budgetary tracking and reporting; ensures proper budget controls in alignment with the State Budget Division of the Department of Finance & Administration and state and federal laws and standards; and ensures reporting of budgetary information is timely, complete, and accurate. The Manager provides direction, training, and assistance regarding budgeting policies and procedures, implementation of new practices/procedures with an emphasis on efficiency, customer services and user-friendly interface, and efficient control and utilization of financial resources; develops control mechanisms for approval structure of budget establishment and adjustment activities within the agency; may participate in budgetary presentations; and provides analysis and generates solutions regarding the agency's appropriation requests and special appropriations.

The position provides high-level, data-driven analytical support and generates near-real time budgetary analytics to drive organizational planning and budgetary efficiency; advises on financial viability/cost-benefit and capital and project/program proposals for funding; and guides staff on performing research and analysis to evaluate programs and develop recommendations for more cost-effective organization or funding. Oversees the supervision/mentorship/development of at least 3 FTEs in the budget, planning, and processing, including work allocation, training, enforcement of procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; and motivates employees to achieve peak productivity and performance.

Minimum Qualifications: A Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Work Unit: Occupational Health & Safety Bureau
Department Name: 4140300000 Compliance and Enforcement
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 00012021 Position Status: STRM Payband: 70

Position Classification: Environmental Sci. & Spec. - O

Purpose of Position: This position is responsible for enforcing the New Mexico Occupational Health and Safety Act to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents.

Summary: The ideal candidate will have a broad range of skills and experiences in safety and health. A background that includes inspection and investigative experience within occupational safety and health with experience in planning and technical writing is preferred. Experience in industrial hygiene related inspections and field sampling is preferred. Candidate must have the ability to meet regulatory deadlines with attention to detail. Bilingual/Fluent in English & Spanish is preferred.

Minimum Qualifications: Bachelor's Degree in Environmental Science, Animal Science, Natural Science, Biological Science, Physical Science or Chemistry and two (2) years of experience in environmental science, animal science, natural sciences, biological science, physical science and/or chemistry. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Work Unit: Occupational Health & Safety Bureau
Department Name: 4140300000 Compliance and Enforcement
Location: Santa Fe
Rapid Hire Date: 8.24.24

Position # 10113898, 10113900 Position Status: STRM Payband: 65

Position Classification: Environmental Sci. & Spec. - B

Purpose of Position: The position supports the state OSHA program's efforts under the Occupational Health and Safety Act by receiving and evaluating incoming reports of hazardous workplace conditions and whistleblower discrimination, performing response investigations, verifying employer abatement of violations, and providing technical assistance to the regulated public and department staff on OSHA regulations.

Summary: The position supports the state OSHA program's efforts under the Occupational Health and Safety Act by receiving and evaluating incoming reports of hazardous workplace conditions and whistleblower discrimination, performing response investigations, verifying employer abatement of violations, and providing technical assistance to the regulated public and department staff on OSHA regulations.

Minimum Qualifications: Associate's Degree in Environmental Science, Animal Science, Natural Science, Biological Science, Physical Science and/or chemistry and two (2) years of work experience in environmental science, animal science, natural sciences, biological science, physical science and/or chemistry. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.