

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-95**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: National Environmental Policy Act (NEPA)/Environmental Remediation Specialist
OPENING DATE: November 12, 2024
CLOSING DATE: Open Until Filled
DEPARTMENT: Environmental & Natural Resources / Environmental
SALARY RANGE: NE13; \$25.80 – \$38.70 Hourly

Position Summary:

Under general direction of the Environmental Manager, the NEPA/Environmental Remediation Specialist protects the land, natural resources, and eco-system conditions of the Pueblo of Laguna by assessing and facilitating the remediation of environmental impacts of past, present, and future operations. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Prepares/Reviews NEPA documents, including Environmental Impact Statements (EIS), Findings of No Significant Impact (FONSI), Records of Decisions (ROD), Environmental Assessments (EA), Endangered Species Act (ESA) Compliance and various other environmental documents.
- Oversee all aspects of a project initiation, budgeting, fieldwork, reporting, and permitting.
- Conduct internal and public scoping meetings, and public hearings.
- Navigate the complex regulatory compliance processes of NEPA, Clean Water Act (CWA), Pueblo of Laguna Water Quality Standards, Endangered Species Act and other federal, state, and local environmental regulations.
- Provides assistance in establishing goals, objectives, and initiatives of environmental programs in accordance with the Environmental Protection Agency (EPA) grants and needs of the Pueblo.
- Achieves financial objectives by preparing and monitoring budgets in accordance with specified grant, scheduling expenditures, and analyzing variances.
- Assist with developing project bids and budgets.
- Keeps agencies and Pueblo leadership informed through submission of monthly, quarterly, and annual reports; analyzes reports to evaluate program effectiveness and budgetary needs.
- Provides technical assistance to the Pueblo concerning environmental issues and documents.
- Acts as liaison between the Pueblo of Laguna and federal state, tribes and other environmental agencies on all environmental issues.
- Communicates with co-workers, management, vendors and the general public in a courteous, professional, customer focus manner.
- Maintains professional and technical knowledge related to position by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Assists, as directed the Pueblo's Emergency Management Program and its response to public emergency incidents.
- Contributes to a team effort toward accomplishing tasks and achieving related results as required.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Environmental Planning/Science, Environmental Policy/Sustainability, Natural Resources Planning, Environment Health, Biology or related field required. Two (2) years of NEPA Planning and environmental regulatory compliance and professional experience, required. An equivalent combination of education and experience may be considered. FEMA/ICS 100, 200, and prerequisites Certifications preferred; must obtain within six (6) months of hire. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The NEPA/Environmental Remediation Specialist is designated at a Moderate-Risk Public Trust (MRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, and Skills:

- Knowledge of the National Environmental Policy Act, Clean Water Act (CWA), Pueblo of Laguna Water Quality Standards, other federal, state, and local environmental regulations and their requirements
- Knowledge of environmental mitigation principles and practices
- Knowledge of environmental contamination and remediation practices
- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of environmental issues and their impact as well as methods to manage resources effectively to correct deficiencies or problems.
- Knowledge of research methodologies and data analysis.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain good working professional relationships with co-workers at all levels
- Ability to interpret applicable federal, state, county and local laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to make solid decisions and exercise independent judgment.
- Ability to work independently, handle multiple tasks, and meet strict time lines.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Skill in writing and reviewing NEPA related documents
- Skill in operating computers in a Windows environment, specifically Word, Excel, Access, Outlook, and presentation software such as PowerPoint.
- Skill in GIS preferred
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR, at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES