



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Water Resources Specialist Associate I/II
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GENERAL PURPOSE

Under general supervision (Water Resources Specialist Associate I) to direction (Water Resources Specialist Associate II), plans, manages, and performs routine and semi-routine professional planning and research work related to water demand and conservation, groundwater management, water supply planning, and other water resources planning tasks; compiles, integrates, and analyzes planning-related data; conducts research and prepares technical reports and research papers; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Water Resources Specialist Associate I: This is the entry-level classification in the Water Resources Specialist Associate series. Initially under close supervision, incumbents perform routine duties while learning the District's data analysis and integration processes and the department's general operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Resources Specialist Associate II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Resources Specialist Associate II: This is the fully qualified journey-level classification in the Water Resources Specialist Associate series. Positions at this level are distinguished from the Water Resources Specialist Associate I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Water Resources Specialist Associate I) to direction (Water Resources Specialist Associate II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Water Resources Specialist Associate I may perform some of these duties and responsibilities in a learning capacity.

- Using GIS, databases, and other tools, researches, collects, receives, compiles, integrates, and analyzes information in support of planning, water resources, capital improvement projects, growth projections, environmental studies, and demographic analyses; writes scripts to access and format data from databases.
- Prepares comprehensive reports and technical research papers for presentation and/or publication; prepares maps, stratigraphic cross-sections, diagrams, and factsheets.
- Analyzes and tracks programs; develops and maintains working relationships with the Metropolitan Water District of Southern California (MWD) and other agency staff on water resource matters; keeps abreast of technologies and programs in water resource planning; and recommends, develops, and coordinates implementation of such programs.
- Manages and administers appropriate databases including spatial data; collects and compiles critical data in a variety of formats to generate and document alternatives for comparison.
- Analyzes availability and feasibility of grant funding for water resource planning programs and initiatives; completes grant applications to secure funding; ensures all reports and program budgets required by grant programs are completed as required.
- Develops and evaluates computer-generated statistical models of a variety of interdependent variables, using extrapolative and econometric methods to forecast water resource requirements in the District's service area; develops future water resource utilization scenarios and forecasting and explanatory models of water demand; ensures that research and forecasting methodologies utilize optimum research techniques.

- Performs a wide range of professional-level analyses in support of ongoing and *ad hoc* reporting requirements as assigned.
- Conducts studies or project analyses of groundwater, surface water, recycled water, waste water, conservation, and other water-related data; coordinates and monitors the work of assigned project consultants and contractors; reviews, evaluates, and critiques work products of consultants and contractors.
- Designs and develops report formats based on presentation style and to meet management information needs; works with Information Systems and other departments to develop or modify systems to analyze and develop required data.
- Coordinates with internal stakeholders, consultants, other agencies, and developers to communicate District policies and requirements for project initiations and development.
- Presents technical project and policy information to internal and external stakeholders and to the public.
- May provide work direction to support staff on a project or on a day-to-day basis; provides support to system users regarding custom data and mapping products, and provides training to users on GIS software.
- Maintains a diverse range of files and records.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Water Resources Specialist Associate I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, procedures, standards, practices, trends, and information sources in the field of water resources planning.
- Research and statistical methods and techniques.
- Application of ordinances, legislation, policies, standards, procedure, and historical practices associated with water resources planning.
- Terminology, symbols, and techniques used in water resource planning.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- State and regional organizations in assigned areas of responsibility.
- The District's and MWD's delivery system.

- The Districts pricing policies.
- Content and use of District water resource databases.
- GIS concepts and analytical techniques.
- Principles and practices of effective business and public communication.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Accurately collect, assemble, and interpret data from multiple sources applicable to water resources planning.
- Participate in technical projects and studies.
- Identify relevant issues and problems, develop alternatives, and make sound recommendations.
- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Work with and integrate ESRI ArcGIS and ESRI extensions with related software.
- Participate in the selection of consultants, review work products, and coordinate consultant work.
- Understand legal and statistical data in technical reports.
- Perform water resource management and water quality analyses using computer models, GIS, and multiple databases.
- Communicate clearly and concisely, both orally and in writing.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedure, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

REQUIRED QUALIFICATIONS

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Water Resources Specialist Associate I: Two (2) years of experience equivalent to that of a Water Resources Specialist Assistant II with the District.
- Water Resources Specialist Associate II: Two (2) years of experience equivalent to that of a Water Resources Specialist Associate I; or a valid certificate of registration as an Engineer-in-Training issued by the State of California.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in physical sciences, environmental or civil engineering, economics, natural resources management, urban or regional planning, public administration, or a related field is preferred.

Licenses/Certifications:

- A valid California Class C driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Water Resources Specialist Associate I/II class series are flexibly staffed; positions at the Water Resources Specialist Associate II level are normally filled by advancement from the Water Resources Specialist Associate I level; progression to the Water Resources Specialist Associate II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Water Resources Specialist Associate II level.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	<i>June 17, 2021</i>
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Water Resources Specialist Associate I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____