



## 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.*

<b>Job title</b>	Recycled Water Program Analyst
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### **GENERAL PURPOSE**

Under direction, leads and participates in the professional analysis of recycled water projects and initiatives in support of the Recycled Water Program including but not limited to: planning, demand management, demand projections and capital improvement or special projects; participates in the development of policy, process and procedure recommendations, contributes to Branch fiscal and technical management; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This classification is responsible for providing professional and analytical support to the District's Recycled Water Program and related functions. Recycled Water Program Analyst is a single position class in the water use efficiency job family.

Incumbents regularly work on tasks which are varied and complex, requiring some discretion and independent judgment. The incumbent performs a wide range of project and program-oriented research and analysis. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

A Recycled Water Program Analyst is expected to exercise initiative and independent judgement in developing relevant information and resources, coordinating with other departments and stakeholders, and preparing recommendations appropriate to the issues under study.

This class is distinguished from the Senior Recycled Water Program Analyst in that the latter performs the more complex work assigned to the series and/or provides technical and functional direction over lower-level staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Water Resources Planning Manager. 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.*

- Serves as the project manager for various operations or engineering projects; serves as the liaison between the District and consultants, contractors, and other agencies; prepares project documentation including regular updates to project schedule, budget, and cash flow projects.
- Utilizes appropriate data and analytical resources where they exist, including but not limited to: site visits, financial records, customer billing records, geographical information systems (GIS), hydraulic modeling studies, supervisory control and data acquisition (SCADA) records, facility performance data, historical maintenance and work order records, engineering construction records, topographical maps, and engineering standards.
- Develops data resources as needed to support analysis where existing sources are not available including supporting formats, quality assurance, procedures for collection and maintenance, and accessibility with consideration for relevance to other workgroups or applications; directs and instructs staff members on data collection methods; coordinates the development of database maintenance procedures.
- Leads or participates in the preparation of a variety of interagency and interdepartmental analytical reports, commentaries, and correspondence; reviews and prepares comments on draft reports developed for District and outside agency review; coordinates with other departments as needed; creates graphs, tables, slides and other visual aids to illustrate technical studies and assist in project presentations.
- Participates in special project implementation including alternative analysis, cost benefit evaluation, water quality considerations, scope definition, funding procurement, interdepartmental coordination, customer coordination, writing and procuring agreements, coordination with vendors and contractors, and documentation in District records and databases.
- Reviews, revises, and comments on new development requests, development design reports / conditions, construction drawings, financial and technical reports, environmental documents, project proposals and facilities cost analyses.
- Participates on assigned interdepartmental committees and work groups established to evaluate special applications and programs, information systems, data, and reporting procedures requirements procedures, systems, projects, and alternatives.
- May act as a lead in projects including coordination with consultant, technical & support staff.
- Coordinates with the Metropolitan Water District of Southern California for the Local Resources Program including preparation of monthly and annual usage reports and preparation of new application(s).
- Provides support in the identification, evaluation and prioritization of capital improvement program requests; develops cost estimates, cost benefit analyses and

- project/program schedules; generates project data for inclusion in the District capital improvement program; monitors status of approved projects.
- Participates in development of the Recycled Water Programs workgroup budget proposals.
  - Provides support in the research and writing of grant applications, monitoring demands and developing recommendations to optimize grant benefits and preparing reports.
  - Participates on assigned interdepartmental committees and work groups established to evaluate procedures, systems, projects, and alternatives. Participates on a variety of professional and industry specific committees relating to recycled water to stay abreast of current, proposed, and anticipated issues which could affect District recycled water programs and initiatives.
  - Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Local, state, and federal laws and regulations governing the operations of a water and recycled water utility.
- Principles and practices of civil and hydraulic engineering design and construction applicable to the operational analysis of water and recycled water systems.
- Principles and practices of water and sewer system operation and maintenance.
- Trends, approaches, and problem-solving techniques used in waterworks engineering, operations analysis and regulatory compliance.
- Principles, methods, practices, and techniques of project management.
- Principles and practices of sound business communication.
- Basic principles and practices of database development and maintenance.
- CAD and GIS element properties, layer development and program applications; principles and practices of employee supervision and training.

### Ability to:

- Research, analyze, summarize, develop conclusions, and make sound independent recommendations regarding engineering, operational and financial data.
- Interpret engineering drawings, maps, site and building plans and specifications, graphs and statistical data.
- Analyze technical design and construction engineering problems, evaluate alternatives, and recommend effective solutions.
- Perform and provide project leadership in conducting analyses.
- Prepare clear visual displays, such as maps, graphs and illustrations. communicate effectively orally and in writing.

- Prepare clear and concise technical documents, reports, correspondence and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, and software applications relevant to work performed, as well as 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.
- Comply with District and mandated safety rules, regulations, and protocols.

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:*

- Three (3) years of progressively responsible administrative experience; or an equivalent combination of training and experience. Water utility experience and experience in leading a small work group are highly desirable.

Education:

- Coursework in administration, finance, information systems (including Geographical Information Systems or GIS), engineering or a closely related field is required. Graduation from an accredited college or university with a bachelor's degree in engineering, finance, information systems, business administration, public administration, or a closely related field is highly desirable.

Licenses/Certifications:

- A valid California 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, and to operate a motor vehicle to 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 up to 25 pounds.

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work on multiple concurrent tasks with intensive deadlines; work with frequent interruptions; and interact with District managers, staff, representatives of outside agencies and others encountered in the course of work.

#### **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. Some assignments require the employee to work under outside weather conditions with exposure.

Eastern Municipal Water District  
Job Title: Recycled Water Program Analyst  
Last Update: January 2024

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

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 28, 2013</i>
<b>Date modified:</b>	<i>January 25, 2024</i>
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Recycled Water Program Coordinator. 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:* \_\_\_\_\_