



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 Assistant I/II
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GENERAL PURPOSE

Under immediate (Water Resources Specialist Assistant I) to general (Water Resources Specialist Assistant II) supervision, performs routine and semi-routine professional planning, research, and program implementation work related to water use efficiency, water demand, water availability, water quality, California Environmental Quality Act (CEQA), and other water resource management issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Water Resources Specialist Assistant I: This is the entry-level classification in the Water Resources Specialist Assistant series. Initially under close supervision, incumbents perform routine duties while learning District water resource and conservation program 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 Assistant 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 Assistant II: This is the fully qualified journey-level classification in the Water Resources Specialist Assistant series. Positions at this level are distinguished from the Water Resources Specialist Assistant 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 immediate (Water Resources Specialist Assistant I) to general (Water Resources Specialist Assistant II) supervision 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 Assistant I may perform some of these duties and responsibilities in a learning capacity.

- Provides input and assistance for planning initiatives, water resources reports, and/or conservation programs; conducts research projects and investigations involving water resource management, environmental planning, and conservation issues; water-use projections, historical trends, water conditions and quality, rate structures, CEQA, and others.
- Conducts statistical analyses on water delivery, storage, and use data; prepares technical reports and presentations; compiles and maintains water resources data and records; prepares accurate graphs, charts, and tables depicting water resources data; generates monthly reports regarding water use, delivery, and storage.
- Administers special resource and conservation programs; ensures program data integrity; administers program operational guidelines; coordinates the programs with staff, consultants, external stakeholders, Metropolitan Water District (MWD), and other agencies; participates in developing, auditing, and refining water management and conservation programs; communicates program information to customers and enforces conservation programs and ordinances.
- Represents the District at community service and public relations functions; organizes and arranges speakers for workshops; conducts presentations to landscape professionals, property management, and other groups on irrigation and other water efficiency issues.
- Implements and monitors, reviews, and participates in a variety of customer service, water resources, and conservation-related activities; develops and delivers conservation, environmental planning, and/or water management program training and guidance to other employees, agencies, and customers; conducts water surveys, field investigations and evaluations of residential, commercial, industrial, and

institutional customers, assesses the efficiency of water use and provides technically sound recommendations for achieving more efficient water use.

- Responds to inquiries about compliance with environmental/CEQA regulations, water use and/or water management information; participates in enforcing the District policy relating to conservation, CEQA, and/or water resource management.
- 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 Assistant 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 CEQA, water resources planning, and/or conservation.
- Research and statistical methods and techniques.
- Application of ordinances, regulations, legislation, policies, standards, procedures, and historical practices associated with water resources planning.
- Terminology, symbols, and techniques used in CEQA, water resources planning, and conservation.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Customer service principles and practices.
- Water efficient landscape and irrigation technology and design, practices, and principles to encourage water efficiency.
- The District's and MWD's water delivery system.
- The District's services pricing policies.
- Water resources and conservation databases.
- Principles and practices of business communication and technical report development.
- Principles and practices of record keeping.
- 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 and conservation.
- 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.
- Participate in the selection of consultants, review work products, and coordinate consultant work.
- Communicate clearly and concisely, both orally and in writing.
- Understand legal and statistical data in technical reports.
- Prioritize assignments and project tasks.
- Operate a computer and word processing, spreadsheet, GIS, and graphics software in developing analyses and preparing presentation materials.
- Independently handle customer complaints and inquiries.
- Maintain effective working relationships with those encountered in the course of the work.
- Perform CEQA, water resources management, and/or water quality analyses using computer models and multiple databases.
- 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, 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.

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 Assistant I: One (1) year of experience providing technical support to a water resources planning program.
- Water Resources Specialist Assistant II: Two (2) years of progressively responsible experience providing technical support to a water resources planning program, or one (1) year of experience as a Water Resources Specialist Assistant I.

Education:

- Equivalent to completion of the twelfth (12th) grade; a bachelor's degree 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.
- Certification as a Landscape Irrigation Auditor is required for certain assignments.

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, a computer screen, and 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, 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

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 Assistant I/II class series are flexibly staffed; positions at the Water Resources Specialist Assistant II level are normally filled by advancement from the Water Resources Specialist Assistant I level; progression to the Water Resources Specialist Assistant 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 Assistant 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:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Water Resources Specialist Assistant 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: _____