

**JOB DESCRIPTION**  
**Senior Recycled Water Program Analyst**  
**Code Number: 22031**

**GENERAL PURPOSE**

Under direction provides technical supervision and performs complex professional and project management related activities in support of recycled water program development, demand projections and special projects; participates in the development of work plans for the formulation of policies and procedures involving operations, systems, functional, institutional and capital improvement projects; contributes to Branch fiscal and technical management; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior Recycled Water Program Analyst is the advanced journey level classification within the Analyst series. This class acts as the lead analyst within the engineering division providing guidance, training and technical supervision to professional and technical staff. Incumbents perform the more complex and difficult duties and oversee significant projects linked to department and District strategic plans.

This class is distinguished from the Recycled Water Program Analyst in that the latter is the experienced/journey level class in the series, fully competent to independently perform a full range of duties. A Senior Recycled Water Program Analyst is expected to exercise initiative and independent judgment in developing relevant information and resources, coordinating work activities with other departments and functions and selecting analytical methods and techniques appropriate to the issues under study.

**ESSENTIAL 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 the class.*

Provides day-to-day leadership and works with staff to ensure a high performance, technical-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values; serves as project manager for District related strategic plan initiative pertaining to recycled water program related projects.

Lead and participates in the day-to-day activities of assigned areas of functional responsibility including utilization of GIS databases and other methods of tracking system status and performance, monitors and analyzes system operating characteristics including local demand centers, peak demand conditions, facility flow histories and seasonal supply/demand variations; Evaluates existing and proposed service areas supplies and demands; utilizing computer modeling software and standard engineering methods formulates recommendations to improve pressure zone operational efficiency and level of service.

Utilizes appropriate data and analytical resources where they exist including (but not limited to) site visits, financial records, customer billing records, geographical information systems, hydraulic modeling studies, supervisory control and data acquisition records, facility performance data, historical maintenance and work order records, engineering construction records, topographical maps, and engineering standards.

Develops and delivers 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.

Provides analytical and data support for development of recycled water storage projects.

Plans, organizes leads and participates in research and analyses regarding policies, program and project proposals; identifies weaknesses or shortfalls; formulates recommendations for improvements. Prepares analytical reports, commentaries and correspondence; reviews and prepares comments on draft reports developed for District and outside agency review; creates graphs, tables, and other visual aids to illustrate technical studies or assist in project presentations.

Participates in operations and maintenance 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.

Monitors, coordinates, evaluates and provides quality assurance to the development review process for new development projects within EMWD service areas; reviews developer plans, and analyses, and current planning for complex development projects involving reclaimed water, plan of services, construction drawings, financial and technical reports, environmental documents, project proposals and facilities cost analyses consistent with District systems and Master Plan.

Leads and participates on interdepartmental committees and work groups established to evaluate special applications and programs, information systems, data, and reporting procedures requirements procedures, systems, projects and alternatives.

Meets with developers and their engineers to explain and clarify EMWD criteria.

May act as a lead in projects including coordination with consultant, technical & support staff.

Leads and participates in the preparation of monthly and annual usage reports for Local Resources Program. Prepares application(s) for Local Resources Program.

Participates in the preparation of operating budget recommendations and monitors work activities and expenditures to control costs.

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 five-year capital improvement program; monitors status of approved projects.

Provides support in the research and writing of grant applications and monitoring demands.

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.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of civil and hydraulic engineering design and construction applicable to the operational analysis of water and recycled water systems; modern concepts and methods of structural and construction design; principles and practices of water and sewer system operation and maintenance; local, state and federal laws and regulations governing the operations of a water and recycled water utility; trends, approaches and problem-solving techniques used in waterworks engineering, operations analysis and regulatory compliance; demographic evaluation and market analyses techniques; methods, practices and techniques of project management; principles and practices of sound business communication; computer hydraulic modeling techniques; 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:**

Analyze and make sound independent recommendations on complex recycled water program issues; 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 staff leadership in conducting operational 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; plan, organize, schedule, lay out and supervise the work of assigned personnel; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; make sound independent judgments within established guidelines.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in civil engineering, business administration or a closely related field, a masters degree is

desirable; and six years of progressively responsible professional engineering experience; or an equivalent combination of training and experience. Water utility experience and experience in supervising a small work group are highly desirable.

### **Licenses; Certificates; Special Requirements:**

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

### **PHYSICAL AND MENTAL DEMANDS**

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

#### **Physical Demands**

While performing the duties of this class, the employee is regularly required to stand, walk and sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

#### **Mental Demands**

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.*

The employee normally works under typical office conditions where the noise level is usually quiet. Some assignments require the employee to work under outside weather conditions.

### **FLSA DETERMINATION:**

Meets administrative exemption from overtime.