JOE DESCRIPTION
Water Resources Specialist Assistant I (Flex)
Water Resources Specialist Assistant II
Code Number: 28022, 28023

GENERAL PURPOSE

Under general 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 is the entry-level class in the professional resources planning series. Incumbents perform planning, program implementation, data gathering and research assignments requiring analytical skills for interpreting and communicating data and a working knowledge of water resources management and conservation issues to assist in developing solutions to problems.

Water Resources Specialist Assistant II is the intermediate-level class in the series, fully competent to independently perform routine duties while learning to perform higher level tasks. This class is distinguished from the more advanced classification of Water Resources Specialist Associate by the latter’s responsibility for performing more technical planning and conservation duties independently.

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 this class.

- 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, MWD and other agencies; participates in developing, auditing and refining water management and conservation programs; communicates program information to customers and enforcing conservation programs and ordinances.

- Represents the District at community service and public relations functions; organizes and arranges speakers for workshops; presents 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.

- Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**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; applicable federal, state and local laws and regulations; customer service principles and practices; water efficient landscape and irrigation technology and design, practices and principles to encourage water efficiency; the Districts’ and MWD’s delivery system; the District’s pricing policies; water resources and conservation databases; computer graphics and applications.
**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 and apply policies, regulations and programs, federal, state and local laws applicable to water resources planning and conservation; administer programs; 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.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and one year of water resources planning experience, or an equivalent combination of training and experience. Graduation from a four-year college or university with major course work in natural or physical sciences, environmental or civil engineering, economics, natural resources management, urban or regional planning, public administration or a closely related field is preferred. Water Resources Specialist Assistant I may be considered for advancement to Water Resources Specialist II after demonstrating proficiency to perform the full range of duties of the latter class.

Typically, a Water Resources Specialist Assistant I is expected to be capable of meeting the proficiency criteria within a 6-12 month period, depending on an individual's prior experience and progression in performing the full range of duties as described in the established proficiency criteria.

**Licenses, Certificates, and Special Requirements:**

Certification as a Landscape Irrigation Auditor is required for certain assignments. A valid California Class C 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, employees are regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle or feel standard office equipment; and reach with hands or arms. In certain assignments employees are frequently required to stand and walk; stoop, kneel, bend or crouch; regularly lift up to 25 pounds and frequently lift 25 to 50 pounds.

Specific vision abilities required by this class include close vision, distance vision, use of both eyes, depth perception, and ability to adjust focus and distinguish basic colors and shades.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communication; read documents or instructions; analyze and solve problems; interpret data or information; observe people and situations; use math/mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work with constant interruptions; interact with customers/individuals, some of whom may be dissatisfied and/or abusive.

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.

While performing the duties of this class, employees are typically exposed to outdoor weather conditions including extreme heat and cold and to wet, humid conditions. In certain assignments, employees work under normal office conditions, and the noise level is moderately quiet.
FLEX REQUIREMENTS
Water Resources Specialist Assistant I (Flex)
Water Resources Specialist Assistant II

LENGTH OF TIME REQUIRED

A Water Resources Specialist Assistant I may advance or “flex” to the Water Resources Specialist Assistant II class after **6 - 12 months** of experience in the Water Resources Specialist Assistant I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Water Resources Specialist Assistant I must also demonstrate proficiency in performing all major water audit and conservation program functions and activities before advancing to the Water Resources Specialist Assistant II classification. One aspect of this proficiency is in the form, developing graphs and tracking reports on water usage, evaluating irrigation blueprints, and conducting inspections of landscape irrigation installations for plan conformance.

In addition, certification as a Landscape Irrigation Auditor is required for certain Water Resources Specialist Assistant II assignments.