

JOB DESCRIPTION
Water Resources Specialist Associate I (Flex)
Water Resources Specialist Associate II
Code Number: 28020, 28021

GENERAL PURPOSE

Under direction, 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 resource planning tasks; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Water Resources Specialist Associate I is the entry-level class in the professional series. Initially under close supervision, incumbents manage and perform routine to complex District projects. This will require the incumbent to use professional judgment, initiative in interpreting data, and a variety of technical and policy-oriented recommendations and reports. Duties and responsibilities are carried out with considerable independence within the framework of established policies and guidelines.

Water Resources Specialist Associate II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Water Resources Specialist Associate I by the more difficult and complex projects assigned, as well as providing technical guidance.

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 position.

- 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;
- 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 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;
- Writes scripts to access and format data from databases;

- 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;
- Demonstrates proficiency with ESRI ArcGIS and ESRI extensions; works with and integrates related software, such as Microsoft Excel, Word, Access, and PowerPoint;
- 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 other Specialist Associates and 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 and uses expertise to assist end users;
- Maintains necessary records; prepares oral and written reports; and
- Performs related duties as assigned.

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Commented [BD2]: This is not an essential duty, it is listed in the "Ability to" section
I reworded this a bit – does this work?

DESIRED MINIMUM QUALIFICATIONS

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; applicable federal, state and local laws and regulations; state and regional organizations; the District's and MWD's delivery system; the Districts pricing policies, water resource databases; GIS concepts and

analytical techniques; principles and practices of effective business and public communication. A working knowledge of VBA (Visual Basic for Applications) and SQL (Structured Query Language) is desired.

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 and apply District policies, regulations and programs, federal, state and local laws applicable to water resources planning; participate in the selection of consultants, review work products and coordinate consultant work; maintain effective working relationships with those encountered in the course of the 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 and graphics software in developing analyses and preparing presentation materials; maintain effective working relationships with those encountered in the course of the work; perform water resource management and water quality analyses using computer models, GIS, and multiple databases.

A Water Resources Specialist Associate I may be considered for advancement to Water Resources Specialist Associate II after demonstrating proficiency to perform all the major duties assigned to the class.

Typically, an Water Resources Specialist Associate I is expected to be capable of meeting the proficiency criteria within an 18-24 month period, depending on an individual's prior experience and progression in performing the full range of Water Resources Specialist Associate II duties.

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 four-year degree 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; and two years of professional planning and research experience or a valid certificate of registration as an Engineer-in-Training issued by the State of California; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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.

Physical Demands

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

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

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve difficult problems; use math/mathematical skills; perform detailed work under changing, intensive deadlines, on multiple, concurrent tasks; work with interruptions; and interact with officials, outside engineers, contractors and the public.

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 usually works under typical office conditions where the noise level in the work environment is moderately quiet. Employees may occasionally be required to work outside, exposed to climatic conditions, where the noise level may be loud.

FLSA DETERMINATION: Non-exempt

Date Revised:

FLEX REQUIREMENTS
Water Resources Specialist Associate I (Flex)
Water Resources Specialist Associate II

LENGTH OF TIME REQUIRED

A Water Resources Specialist Associate I may advance or “flex” to the Water Resources Specialist Associate II class after **18-24 months** of experience in the Water Resources Specialist Associate 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 Associate I must also demonstrate proficiency to perform the full range of duties as described in the Water Resources Specialist Associate I/II job description, and to handle the most complex tasks independently.