



Hidden Valley Lake Community Services District

Water Resources Analyst Flex I/II Job Status: Non-Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision; a **Water Resources Analyst I** participate in technical studies and special projects to support District operations and policy/program development; maintains a variety of technical databases; compiles various regulatory reports on a regular basis; supports the District's GIS and SCADA programs and databases; work with various vendors that provide services to the District; may assist to administer grants and loans; may represent the District in various state and local boards and public forums; and performs related duties as assigned.

Additional Definition/Summary for the Water Resources Analyst II

Under general supervision; a **Water Resources Analyst II** plans and conducts technical studies and special projects to support District operations and policy/program development; develops and maintains a variety of technical databases; compiles various regulatory reports on a regular basis; manages the District's GIS and SCADA programs and databases; oversees various vendors that provide services to the District; applies for and administer grants and loans; represents the District in various state and local boards and public forums; and performs related duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction and supervision from the Utility Superintendent.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

- Collects, assembles, analyzes, and interprets data pertaining to a variety of water and wastewater resource management issues including supply/demand projections, water use and treatment, wastewater treatment, water quality, water conservation, financial analysis, and historical trends. Provides data for use in feasibility studies.
- Assists with maintenance of water production, treatment, and/or water use computer databases. Monitors service orders for water loss calculations.
- Prepares narrative and statistical reports in accordance with regulatory requirements (such as the Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring, Electronic Annual Reporting (EAR)).
- Assists in the development and adoption of District initiatives through research and analysis.
- Research and draft Standard Operating Procedures (SOPs) for review and approval by the Utility Superintendent.
- May represent the district at public and utility-related organizations and assist with the preparation and presentation of water resources exhibits at community events.
- Provides support to management during emergencies (such as fire, floods, power outages).

- Works with multiple vendors in accordance with contract terms and support needs.
- May help administer grants and loans according to relevant terms.
- Assists in the Bid and Request for Proposal or Qualifications process. Coordinates bid selections, awards of contract, and notices to proceed.
- Provides support and administration to the District Supervisory Control and Data Acquisition (SCADA) System. Troubleshoots issues and escalates if necessary.
- Maintains the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff.
- Supports billing staff (Account Representatives) during high call volumes.

Additional Essential Functions for the Water Resources Analyst II

- Assists with the development and maintenance of water production, treatment, and/or water use computer databases. Assists in documentation and database management of daily water and wastewater rounds, and monthly drawdowns. Monitors service orders for water loss calculations.
- Represents the district at public and utility-related organizations, makes oral presentations, presents findings, and assists with the preparation and presentation of water resources exhibits at community events.
- Manages multiple vendors in accordance with contract terms and support needs.
- Develops and submits grant and loan applications; administers grants and loans according to relevant terms.
- Facilitates upgrades as needed.
- Manages the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software for budgeting and project management activities, and to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff. Supports billing staff during high call volumes.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

The physical demands described here are representative of those necessary to successfully perform the essential functions of the **Water Resources Analyst I & II** position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to

communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the **Water Resources Analyst I & II** position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset public representatives, private representatives, and contractors in interpreting and enforcing District policies and procedures.

The role is primarily located at the wastewater treatment facility and requires candidates who are highly self-motivated and capable of working independently when needed.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Education and Experience for the **Water Resources Analyst I:**

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above.

A typical way to obtain the required knowledge and abilities would be:

- Associate degree with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- One year of experience with a water supply/management organization

Education and Experience for the **Water Resources Analyst II:**

- Graduation from a four-year college or university with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- Three years of experience with a water supply/management organization

Licenses/Certificates:

A valid California driver's license and satisfactory driving record to maintain insurability is required.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Rules of English grammar, punctuation, and spelling.
- MS Office products (such as Word, Excel, and Outlook), Publisher, and Adobe Acrobat Writer.
- Principles of database management.
- Supervisory Control and Data Acquisition (SCADA) systems and software.

- Basic operation, equipment, and terminology associated with water treatment, wastewater treatment, and distribution systems; and
- ArcGIS database software.

Ability to:

- Perform basic mathematical computations.
- Compile and interpret water resources data.
- Write technical reports regarding various water and wastewater reporting and compliance issues.
- Conduct analytical and research studies.
- Support project activity, including scheduling and overseeing vendor activities.
- Operate a variety of computer programs, including word processing programs, databases, spreadsheets, graphics, and desktop publishing programs.
- Perform Significant Excel-based work.
- Follow written and oral directions.
- Work independently, as well as in a team context.
- Learn and apply the District's Utility Billing Software.
- Maintain computer records and databases.
- Prepare effective educational and informational written materials.
- Make effective oral presentations to the Board of Directors and public groups.
- Additional Abilities Required for the Water Resources Analyst II.
- Write grant proposals, loan proposals, and Requests for Proposals.
- Direct the planning and administration of grant and loan programs.
- Plan and conduct advanced analytical and research studies.
- Represent the District at various state and local boards and groups.
- Make sound decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

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Other Duties:

Perform other related duties as required.