



## Job Classification

**Title: Water Resources Analyst I/II/III Flex**  
**FLSA Status: Exempt**  
**Job Code: 124, 125 & 126**

### POSITION OVERVIEW

Under general supervision, performs routine to complex professional planning and research work related to water demand and conservation, groundwater management, water supply planning, and other water resources planning tasks; compiles, integrates, and analyzes planning-related data; conducts grant management and customer agency support activities related to water planning programs; conducts research and prepares technical reports and research papers; and perform related duties as assigned.

### OVERSIGHT

**Supervision Received:** Reports to the Chief Water Resources Officer or the Engineer.

**Supervision Given:** None

### ESSENTIAL FUNCTIONS

The Water Resources Analyst I is the entry-level class in this series. Incumbents are responsible for performing routine duties in the collection and basic analysis of data, program coordination, and report development for water resource planning programs. Incumbents work under close supervision while being trained and gradually work more independently as knowledge and skills increase.

The Water Resources Analyst II is the journey-level class in this series. Incumbents are responsible for performing higher-level data and cost-benefit analysis, program administration, and water resource planning of moderate difficulty and complexity. Incumbents work under general supervision while exercising independent judgment within established systems and procedures.

The Water Resources Analyst III is the advanced-level class in this series. Incumbents are responsible for performing a variety of complex duties related to program coordination and administration, consultation on water resource planning as well as the assessment of strategic programs. Incumbents exercise independent judgment in the interpretation of procedures and regulations, while leading special water supply and water use efficiency-related projects.

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 classification.

- 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; writes scripts to access and format data from databases.
- 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 (MWD) 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.
- Administers and maintains 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.
- 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, 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.
- Maintains, researches and plans the District's water use efficiency programs and policies, reviews documents to ensure accurate information, examines supporting documentation to establish proper authorization and conformance with District policies, agreements, contracts, and state and federal requirements.
- Representative to the community for implementation of water use efficiency programs and measures and determine customer eligibility for incentive programs.
- Designs and develops report formats based on presentation style and to meet management information needs; works with Information Technology 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 support staff on special projects or routine duties; provides support to system users regarding custom data and mapping products and provides training to users on GIS software.
- Adhere to office procedures including record management policies and procedures, ensuring compliance with the District's record retention policy.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.
- Perform other related duties as required.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### ***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.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- State and regional organizations in assigned areas of responsibility.
- The District's and MWD's delivery system.
- The Districts pricing policies.
- Content and use of District water resource databases.
- GIS concepts and analytical techniques.
- Principles and practices of effective business and public communication.
- 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.
- 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.
- Work with and integrate ESRI ArcGIS and ESRI extensions with related software.
- Participate in the selection of consultants, review work products, and coordinate consultant work.
- Understand legal and statistical data in technical reports.
- Perform water resource management and water quality analyses using computer models, GIS, 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, procedure, 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.

## EDUCATION AND EXPERIENCE

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined:

Job Title	Education	Experience*
Water Resources Analyst I	Bachelor's degree in Environmental Studies, Engineering, Water Resources Management, Urban Planning, Public or Business Administration, or related field  *Master's degree in a related field may be substituted for one (1) year of experience	0-2 years of water supply planning or engineering
Water Resources Analyst II		4 years of progressive responsibilities in water supply planning/engineering
Water Resources Analyst III		6 years of progressive responsibilities in water supply planning/engineering

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS**

### **Certificates**

- None

### **Licenses**

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

### **Registrations**

- None

This job description has been revised and approved by all levels of management.

<b>Approved by:</b>	Matthew Litchfield
<b>Date last modified:</b>	3/2/23
<b>Date approved:</b>	3/21/23

I have received, reviewed, and fully understand the job description for Water Resources Analyst I/II/III Flex. 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 Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.**