

WATER RESOURCES ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, performs a variety of professional duties related to water resources planning, studies, and special projects; ensures the City's programs and operations comply with regulations; and prepares a variety of technical reports for submission to regulatory agencies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform technical research and prepare a variety of analytical, financial, and management reports regarding water quality, water operations, and related technical issues including those required by regulatory agencies; serve as liaison to regulatory agencies.
2. Conduct a variety of studies and assessments related to water supply and water quality; analyze data and make sound recommendations for management review.
3. Administer and coordinate all activities for Water Conservation including but not limited to development of programs and databases.
4. Oversee entire meter reading system, customer interface with web portal, troubleshoot for database errors. Coordinate activities with Finance for billing purposes. Prepare detailed water usage and demand reports for supervisors.
5. Answer questions and provide information reports for release to the public, local, State and Federal agencies and City staff, including preparation of the Consumer Confidence Report and other public notices and reports.
6. Communicate legal and technical requirements related to drinking water supply operations to operations personnel to assist in City compliance with domestic water system regulatory requirements.
7. Monitor and analyze reports for discrepancies and/or issues of concern.
8. Maintain databases pertinent to the management of water quality, disinfection, treatment, operations and distribution.
9. Monitor system flow and pressure in response to consumer requests.
10. Manages the development and implementation of goals, objectives, policies, and priorities for assigned programs while responding to and resolving difficult and sensitive citizen inquiries and complaints from City of Ceres residents.
11. Provide responsible staff assistance to the Deputy Director of Public Works.
12. Perform other duties as assigned.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Pertinent local, State, and Federal rules, regulations and laws, including water related regulations.
Modern office procedures, methods and computer equipment, including database, spreadsheet and word-processing software.
Technical research techniques and report writing.
Statistical methods and methods of graphic presentation.
Safety management practices and policies.

Ability to:

Analyze and apply technical information related to water quality and water treatment and distribution operations and develop procedures that meet legal requirements.
Analyze legislation and identify impact to City operations.
Analyze and develop database information for preparation of special studies or projects, as requested.
Research, analyze and make recommendations on operational and procedural practices.
Prepare and review comprehensive analyses and reports; make effective presentations including conclusions and recommendations, both orally and in writing.
Interpret and apply Federal, State and local policies, procedures, laws and regulations.
Read, understand, apply and communicate complex materials.
Learn procedures and methods used in environmental compliance monitoring.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in Business Administration, Biology, Environmental Science, Chemistry or a related field. May substitute one (1) year of relevant work experience for one (1) year of education, to a maximum of two (2) years.

Experience:

One year experience performing duties at a level comparable to a Water Resources Analyst in the City of Ceres, including increasingly responsible experience performing administrative office assignments.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of a Water Conservation Practitioner I certification within one (1) year of employment.
Possession of Water Conservation Practitioner II certification within two (2) years of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous

FLSA Status: Non-Exempt

September, 2013

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Water Resources Analyst position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.