



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: May 2007

ASSISTANT WATER RESOURCES SPECIALIST I/II

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.

DEFINITION

To perform professional scientific and/or administrative assignments in the analysis, policy development, implementation and administration of water supply and/or resource management work; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Water Resources Specialist I

This is the entry level, training class in the professional Water Resources Specialist series. Initially, under immediate supervision, incumbents perform a limited range of professional water resource duties requiring limited exercise of judgment. As experience and proficiency are gained, assignments become more diversified and difficult with increasing independence of judgment. This class is distinguished from Assistant Water Resources Specialist II by the performance of less complex assignments under closer supervision.

Assistant Water Resources Specialist II

This is the experienced level class in the professional Water Resources Specialist series. Incumbents in this class work under general supervision and may be assigned specific projects with minimal supervision; additionally, incumbents may direct the work of engineers, draftspersons, technicians, and others who assist in specific project assignments. This class is distinguished from the journey level class of Associate Water Resources Specialist in that the latter performs all but the most complex scientific and administrative assignments, work with greater independence, and may provide functional and technical supervision to other staff.

SUPERVISION RECEIVED AND EXERCISED

Assistant Water Resources Specialist I

Works under general supervision.

Assistant Water Resources Specialist

Works under direction.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Conduct studies related to groundwater management, protection and identification of expanded groundwater resources, and expansion of conjunctive use of imported and local supplies.
2. Act as a resource on groundwater contamination cases; provide hydro geologic review and comments upon progress being made in investigation and remediation of groundwater contamination cases.
3. Participate in analyzing proposed and current legislation and government policies, rules, standards and regulations and develop recommendations; serve on various technical advisory committees; review Draft Environmental Impact Reports, general plans, and similar documents for validity and to ensure that the District's guidelines and activities are not compromised.
4. Provide technical support to other employees within the division and District and to external representatives to ensure that actions taken by others are in compliance with objectives, guidelines and policies related to area of expertise.
5. Design, develop or assist in the development of numerical and conceptual modeling tools to conduct forecasting analyses, feasibility studies, perform water resources systems simulations, develop pricing scenarios, analyze capital improvement options, and evaluate other related plans and objectives to ensure that the information necessary for determining strategic directions related to water resource planning is available to District management; prepare and submit schedules for deliveries of imported water:
6. As assigned, review and prepare less complex water resources studies, reports, design, and contract documents for compliance with professional standards and principles; applicable policies, rules, regulations and laws.
7. Participate in a variety of activities with public and private entities, including water suppliers, retailers and regulators; resolve issues with water retailers as necessary; balance project needs and objectives with mitigation requirements. Coordinate and administer water resource programs; coordinate studies and programs with local, state and federal agencies.

8. Prepare and review contract documents and monitor the work of contractors including receiving, analyzing, and recommending acceptance or rejection of bids for contractors, administering consultant and professional services contracts, investigate claims and participate in negotiating resolutions.
9. Administer agreements between the District and other public agencies, such as access agreements, cooperative agreements, and South County Regional Water Authority and Department of Water Resources contracts; represent the District on resource protection issues; represent the District in meetings or presentations to the public, contractors, federal, state and local agencies.
10. Perform a variety of ancillary administrative responsibilities, including monitoring expenditures; implement adjustments; prepare Board agenda packets, letters, staff reports, correspondence, and scientific documentation on water resource matters; assist in responding to Board Member Requests and Informal Board Member Requests.

QUALIFICATIONS

Assistant Water Resources Specialist I

Knowledge of:

Principles and practices of water resources and hydrology

Principles and practices of fluid mechanics.

Mathematics, economics and statistical analysis for engineering and scientific application.

Computer software applications for water resources and project management

Basic principles and practices of project management, including planning, organizing, delegating, scheduling, and controlling.

Pertinent state, and local laws, codes, and regulations.

Principles and practices of water resources modeling and forecasting

Principles and practices of water resources development, such as conjunctive use facilities, ground water systems and water treatment technologies.

Principles and practices of water transfers and exchange.

Terminology, methods and techniques used in research, analysis and planning

Ability to:

Coordinate, monitor and oversee water resource studies.

Apply research and investigative principles and computer programs in the solution of water resource issues.

Analyze complex engineering, technical or scientific data and draw sound conclusions.

Read and interpret engineering plans, drawings, specifications, and contract documents.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing, to both technical and non-technical audiences.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

The following combination of experience and training are the minimum required for this classification:

Experience

No experience is required.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in physical science, engineering or other directly related field.

Assistant Water Resources Specialist II

In addition to the knowledge and abilities for Assistant Water Resources Specialist I:

Experience and Training Guidelines

The following combination of experience and training are the minimum required for this classification:

Experience

Two years of professional water resources management experience,

OR

Two years of experience as an Assistant Water Resources Specialist I with the Santa Clara Valley Water District.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in physical science, engineering or other directly related field.

License or Certificate

Possession of a current valid California class C drivers license.

WORKING CONDITIONS

Environmental Conditions

Indoor environment; some positions require frequent field visits; travel from site to site; work closely with others and alone; irregular work hours; some positions may involve exposure to inclement weather, dust, dirt, noise, and other conditions associated with water resource project sites.

Physical Conditions

Essential and other important functions may require maintaining physical condition necessary for: sitting, walking, and standing for extended periods of time; occasional moderate lifting and carrying; audiovisual acuity; confining work space; ability to travel to different sites and locations; extended period of computer keyboard and pointing device(s) use; using telephones; manual and physical dexterity.