



Westlands Water District

3130 N. Fresno Street, P.O. Box 6056, Fresno, California 93703-6056, (559) 224-1523, FAX (559) 241-6277

Since 1952, supplying agricultural water to farmers on the west side of the San Joaquin Valley.

It is the mission of Westlands Water District to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.

NOTICE OF JOB OPENING ASSOCIATE RESOURCES ANALYST (Planning & Maintenance Support Department)

Applications Accepted August 3, 2015 through August 17, 2015

Monthly Salary Range: \$4,508-\$5,480

Web Address: wwd.ca.gov

MINIMUM QUALIFICATIONS

- Education:** Bachelor's Degree in Industrial Technology, Agriculture, Environmental Science, Water Science, Earth Science or related field **and**
- Experience:** Two (2) years of agricultural, water regulatory, construction management or related engineering technical experience; or any combination thereof.
- Standard Requirement:** Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.

The **Planning and Maintenance Department** is located at the District's Five Points Field Office, approximately 45 minutes southwest of Fresno, CA. Normal working hours are 7:00 a.m. to 3:30 p.m. with a 30 minute meal break.

Job Description: The Associate Resources Analyst position performs a variety of skilled, technical engineering related work including computing, drafting, design, mapping, research and plan check work to support and assist in the distribution system construction, maintenance, and design. The duties of the Associate Resources Analyst position include but are not limited to:

- Providing assistance in Underground Service Alert notification and administration.
- Performing technical research and developing engineering and technical reports to meet governmental requirements.
- Interpreting and/or applying District rules and regulations, policies and guidelines related to delivery installation requests and priority status for delivery of water and provides information to the public and other agencies in response to inquiries.
- Coordinating work performed by other departments and non-District personnel to ensure the protection of District facilities.
- Conducting surveys related to design, construction, and location of facilities and assists with the preparation of designs, plans, estimates, reports, specifications.
- Provides documents, drawings, pressure calculations, and survey information to other departments, landowners, and water users, and other agencies.
- Maintains records; may prepare correspondences and reports.

HOW TO APPLY

Submit Westlands Water District Employment Application **and** your responses to the Supplemental Application by mail at P.O. Box 6056, Fresno, CA 93703 or in person between 8:00 a.m. to 5:00 p.m., Monday through Friday. Resumes may be included with application materials; however, will not be accepted in lieu of completed application materials. Application materials can be obtained online at wwd.ca.gov or picked up from the Fresno Office.

Emailed and faxed application materials OR post marks will not be accepted.

SELECTION PROCESS

Required Application Materials: Westlands Water District Employment Application **and** your responses to the Supplemental Application must be submitted no later than the final filing date in order to be considered for the recruitment.

Applicants meeting the minimum qualifications and filing requirements may be scheduled for a written examination followed by an oral panel interview.

Should you feel you need special accommodations for the written examination and/or interview due to a qualifying disability, please contact the Human Resources Department at (559)241-6236 immediately.

Verification of Employment: The District conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment: An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements. As part of selection process you are required to complete and submit the Candidate Conviction History Questionnaire which will be provided to you during the recruitment process.

BENEFIT PACKAGE

- Retirement Benefits: Benefits are provided through CalPERS - 2% at 62 Plan (effective 01/01/13). Unused medical leave can be converted up to six months of service credit upon service retirement.
- Health Benefits: Six (6) medical benefit plans offered through CalPERS. The District participates in an HRA Plan and will contribute a maximum of \$388 towards the premium for the employee and the employee's eligible family members (if applicable).
- Dental Insurance: The District contributes 100% of the premium for the employee and the employee's eligible family members.
- Vision Insurance: The District contributes 100% of the premium for the employee; the District and the employee share the premium for the employee's eligible family members.
- Life Insurance: The District contributes 100% of the premium for life insurance and AD&D in the amount of one times the employee's annual salary.
- Holidays: Employees receive eleven (11) paid holidays.
- Vacation and Medical Leave: Vacation leave is accrued at the rate of 10 days/year, increasing to 15 days/year after 5 years of service, and 20 days/year after 15 years of service. Medical leave accrual rates vary by bargaining unit from 10 to 12 days/year.
- Disability Insurance: The District covers 100% of the premium for the employee.
- Employee Assistance Program: Available to employees and their household members
- Optional District Benefits include:
 - Additional Life Insurance
 - Section 125, Flexible Spending Plan
 - Eligibility to join District's sponsored credit unions: Fresno County Federal Credit Union, Golden One Credit Union, or State Center Credit Union.

NOTE: You should be aware that the District does not participate in Social Security or State Disability Insurance. This may affect Social Security benefits you have already earned upon retirement

Westlands Water District is an Equal Opportunity/ADA Employer