

Title: **RESOURCES ANALYST**

Salary Code: 23
Effective Date: 10/01/11
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction, plans, organizes, directs, analyzes, coordinates, and monitors District activities related to environmental issues affecting landowners' and water users' interests; projects to protect and enhance the District's water and land resources; acquisition of water supplies from various sources and scheduling delivery to the District; the District's Groundwater Integration Program; and the Safe Drinking Water Act and Clean Water Act. The individual in this class has frequent contact with water users and other agency and governmental representatives. The ability to communicate effectively is required.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Coordinates the development of plans, strategies, studies, and analyses to comply with environmental regulations; which may include site visits, and reports findings to management.
2. Coordinates District activities related to the scheduling and delivery of water to the District with Federal, State, and other agencies.
3. Coordinates District activities related to the scheduling and delivery of electric power to District facilities.
4. Oversees the preparation and submission of required reports and applications to regulatory agencies responsible for monitoring environmental compliance issues, and serves as project manager for special studies and reports.
5. Develops, analyzes, and recommends alternative water resource operating plans, short and long term water supply enhancement projects, and improvements to District operations to maximize compliance with environmental laws and regulations.
6. Provides input to and analyzes results of complex computer spread sheet and data base models to provide estimates of District water supplies.
7. Negotiates, coordinates, processes, and schedules water transfers and exchanges from other water districts and authorizes allocations to water users.
8. Monitors and analyzes pending legislation, technical developments, and proposed regulations impacting environmental compliance issues and District water supplies or operations, and reports on their impact to management.

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9. Oversees the coordination of the District's various Groundwater management and monitoring programs with District staff, consultants, and other agencies.
10. Monitors and analyzes the operation of the Central Valley Project, State Water Project, and other water projects that may affect District water supplies.
11. Coordinates the District's Raw Water Representative Sampling Program and assists in water user compliance with the Safe Drinking Water Act and other laws relating to water quality.
12. Serves as a District representative on committees, task forces, work groups, and at meetings and hearings as directed, and consults with other agencies and institutions engaged in related research.
13. Interprets and applies District policies, rules, and procedures related to water transfers and the delivery of water supplies to the District for water users, consultants, and other agencies.
14. Coordinates District activities related to land use and planning on District owned lands.
15. Uses a calculator, personal computer and spreadsheet, and word processing, data management and water delivery modeling software.
16. Assists management in the preparation and administration of departmental budgets.
17. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A bachelor's degree from an accredited four (4) year college or university with major course work in water treatment technology, environmental science or engineering, agricultural engineering, or a related field, **and** four (4) years of experience in water district operations or agricultural water management, including water quality and project management responsibilities.

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Knowledge of:

- Federal and State legislative and regulatory processes.
- Principles and practices of environmental compliance program administration.
- Fundamentals of specification and technical report writing and data collection, management, and analysis techniques.
- Endangered Species Act, Safe Drinking Water Act, Clean Water Act, National Environmental Policy Act, and California Environmental Quality Act.
- Methods and techniques of analyzing and mitigating environmental incidents and occurrences.
- Central Valley Project and State Water Project facilities, operations, and water allocation and accounting procedures.
- Principles of land and water resources research.
- Water transfers and exchanges in California.
- Principles of ecology, hydrology, and basic science, including chemistry, biology, and microbiology.
- Land use practices with reference to their general effect on human health and the environment.
- Effects of drainage water and its interactions on the environment.

STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.