

Solano County Water Agency
Proposed Job Descriptions
Bookmark Links

Administrative Assistant I
Administrative Assistant II
Senior Administrative Assistant

Executive Assistant/Public Information Officer

Assistant Accountant
Associate Accountant
Senior Accountant

Assistant Information Technology Specialist
Associate Information Technology Specialist
Senior Information Technology Specialist

Assistant Water Resources Engineer
Associate Water Resources Engineer
Senior Water Resources Engineer
Supervising Water Resources Engineer

Assistant Water Resources Specialist
Associate Water Resources Specialist
Senior Water Resources Specialist
Supervising Water Resources Specialist

Water Resources Aide

Assistant Water Resources Technician
Associate Water Resources Technician
Senior Water Resources Technician
Supervising Water Resources Technician

Policy & Legislative Affairs Program Manager
Streamkeeper

Manager of Administrative Services
Manager of Engineering
Manager of Water Resources
Assistant General Manager
General Manager

MONTHLY SALARY RANGE #14

DEFINITION

Under direct supervision, performs a variety of administrative, secretarial, and office support duties; provides administrative support to management and other Agency staff; composes and prepares correspondence; performs skilled word processing, data entry, and typing; provides information to the public and staff; provides assistance for a wide variety of assignments related to administration of contracts, research projects, and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the General Manager and other management staff. Exercises no supervision of staff.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Administrative Assistant series. This class is distinguished from the Administrative Assistant II (journey-level) by the performance of less than the full range of duties while learning the job. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. As experience and proficiency are gained, assignments will become more diverse and difficult, while exercising increasing independence of judgment.

This class is alternately staffed with Administrative Assistant II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a wide variety of routine administrative duties to support divisional or Agency operations, including filing, preparing records, reports, and agenda mail-outs, housekeeping, and ordering and maintaining office and related supplies.
- Screens calls, visitors, and incoming mail.
- Assists and directs public to appropriate locations and/or staff.
- Types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar.
- Enters data into and retrieves data from a variety of database systems, including accounting systems, checking for accuracy.

- Maintains calendars and makes travel and meeting arrangements; schedules meetings between Agency staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Creates, organizes and maintains various electronic and paper files; purges files as required.
- Assists with gathering, assembling, updating, and distributing a variety of Agency specific information, forms, records, and data as requested.
- Tracks inventory of office and kitchen supplies and purchases supplies as needed
- Learns to generate and post information to the Agency website
- Assists with Executive Committee and Board of Directors meeting packets, including the development, distribution, and posting of public notices and final action items.
- Reviews documents, forms, and invoices for completeness and routes for required signatures.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office administrative and clerical practices and procedures, including the use of standard office equipment.
- Basic business arithmetic.
- Business letter writing and the standard format for reports and correspondence.
- Computer equipment and relevant word processing methods, techniques, and programs, database and spreadsheet applications and programs.
- Basic principles of record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, and apply Agency practices, policies and procedures.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Perform a variety of clerical support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and two (2) years of administrative experience. Experience within a public agency is desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:

MONTHLY SALARY RANGE #20

DEFINITION

Under general supervision, performs a variety of administrative, secretarial, and office support duties requiring thorough knowledge of the Agency, its procedures, and operational details; provides administrative support to management and other Agency staff; composes and prepares correspondence using considerable judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public and staff; provides administrative assistance for a wide variety of assignments related to administration of contracts, research projects, Board of Directors meetings and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Manager, Administrative Services. Exercises no supervision of staff.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Administrative Assistant clerical series. Incumbents at this level are capable of performing complex administrative and office support duties, including taking and transcribing meeting minutes and assisting in department-related projects and programs. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a wide variety of routine administrative duties to support divisional or Agency operations, including filing, preparing records, reports, and agenda mail-outs, housekeeping, and ordering and maintaining office and related supplies.
- Prepares, copies, collates, and distributes a variety of documents, including agendas, bid packages, contracts, and informational packets; ensures proper filing of copies.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, and transcribing tape recordings.
- Assists the General Manager with administrative duties related to Board of Directors meetings; creates meeting minutes; distributes packets; creates public notice postings; prepares action items for certification.

- Maintains accurate and detailed records (e. g., current and expired grants) and electronic files, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies program policies and procedures in determining completeness of contracts, records, and files.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Screens calls, visitors, and incoming mail; assists and directs public to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public.
- Compiles information and data for administrative reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Maintains calendars and makes travel and meeting arrangements; schedules meetings between Agency staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Assists with maintenance of the Agency's website, performing updates to website content and posting necessary information as it relates to Board meetings.
- Organizes and maintains various administrative, reference, imaging, and follow-up files; purges files as required.
- Gathers, assembles, updates, and distributes a variety of Agency specific information, forms, records, and data as requested.
- Researches, compiles, and analyzes information; prepares specialized analytical reports relating to a core function of a departmental operation.
- Provides notary services for Agency agreements.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard office management.
- Agency practices, procedures, and applicable policies.
- Principles and practices of data collection and report preparation.
- Methods of preparing and processing various records, forms and other documents.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment and computer equipment and applications related to responsibilities.
- Business letter writing and the standard format for reports and correspondence.
- Word processing methods, techniques, and programs; relevant database and spreadsheet applications and programs.
- Basic principles of record keeping, and filing systems and methods.
- Financial record-keeping and budget preparation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret and apply administrative policies and procedures.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Perform a variety of responsible clerical support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and relevant word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and two (2) years experience comparable to Administrative Assistant I at Solano County Water Agency and/or equivalent government agency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.
Revised:

MONTHLY SALARY RANGE #26

DEFINITION

Under general supervision, performs a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, divisions, and/or departments with only occasional instruction or assistance; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; and provides information and assistance to other Agency staff and the general public regarding assigned programs, policies, and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise direct supervision over administrative support staff.

DISTINGUISHING CHARACTERISTICS

The Senior Administrative Assistant classification is distinguished from the Administrative Assistant I/II class in that incumbents in the Senior Administrative Assistant class perform more difficult and complex administrative support tasks involving a thorough knowledge of the policies and procedures with a significant degree of independent judgment. Incumbents in the Senior Administrative Assistant class are assigned significant responsibility for carrying out administrative and office secretarial duties, frequently of a complex, highly sensitive, and confidential nature in an assigned functional area, often in a rapidly changing environment. Incumbents may also perform technical duties in support of assigned operations.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- May plan, organize, assign, supervise, and review the work of lower-level staff; train staff in work procedures; provide policy guidance and interpretation; evaluate employee performance, counsel employees.
- Perform a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions in support of assigned programs, divisions, and/or department with only occasional instructions or assistance; relieve manager of administrative work including investigating and answering complaints and aiding in resolving operational and administrative problems.
- Plan and organize work activities; recommend improvements in work flow, procedures, and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required; organize and maintain filing systems.

- Serve as liaison between office and the general public, Agency staff, and outside groups and agencies; provide general and specialized information and assistance regarding assigned function that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explain programs, policies, and activities related to specific program area of assignment.
- Receive and screen communications to the assigned management staff member including office visitors, telephone calls, e-mail messages, and mail; provide assistance using independent judgment to determine those requiring priority attention; calendar appointments; refer callers and/or complaints to appropriate Agency staff for further assistance as needed and/or take or recommend actions to resolve the complaint; develop and implement tracking systems.
- Draft and/or type, word process, format, edit, revise, and print a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
- Proofread, verify, and review materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials, reports, and packets for signature are accurate and complete.
- Develop, revise, and maintain standardized and master documents; compose correspondence, reports and informational materials; assist in designing and producing technical information handouts; copy, disseminate, and post documents and information as appropriate.
- Prepare special reports and perform special projects that may require researching, gathering, and organizing information from a variety of sources; assist assigned staff with special projects as assigned; research information as requested.
- Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
- Maintain accurate and up-to-date office files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information including manual and computer logs other specialized or technical documents processed; maintain and process payroll records.
- Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer based tracking information and reports including assigned databases, records, and lists; create standard statistical spreadsheets; input corrections and updates; assist in the compilation of reports.
- Assist in assembling and preparing the annual budget for assigned area; monitor expenditures against budget; prepare purchase requisitions and requests for payment.
- Attend to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up to date; organize and maintain office and specialized files in accordance with the Agency's records management program.
- Maintain calendar of activities, meetings, and various events for assigned staff; coordinate activities and meetings with other Agency departments, the public, and outside agencies; coordinate and arrange special events as assigned; schedule meetings; coordinate arrangements and sets up meeting rooms; notify participants; prepare and/or assemble meeting materials.
- Coordinate, make, process, and confirm staff travel arrangements; arrange for transportation and accommodations for travel; check and process expense claims.

- Operate a variety of office equipment including a computer, typewriter, copier, facsimile machine, and adding machine.
- Utilize various contemporary computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; design, maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software.
- As assigned, arrange and coordinate meetings for assigned commission, board, agency, and/or other groups; draft and finalize agendas, minutes, and correspondence; coordinate assembly and distribution of agenda packets; attend meetings and takes, transcribes, and assures proper distribution and filing of minutes, resolutions, and ordinances.
- Provides notary services for Agency agreements.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Standard office management.
- Organization, operation, functions, and services of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Business letter writing and the standard format for reports and correspondence.
- Word processing methods, techniques, and programs; relevant database and spreadsheet applications and programs.
- Basic principles of record keeping, and filing systems and methods.
- Principles of business letter writing and report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Basic principles and practices of office administration.
- Basic principles and practices of supervision and training.
- Basic accounting and bookkeeping principles and practices.
- Basic principles and practices of budget preparation and administration.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.
- Methods and techniques of proper phone etiquette.
- Pertinent federal, state, and local laws, codes, and regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
- Understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities. Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data accurately at 55 net words per minute.
- Participate in researching, compiling, analyzing, and interpreting data.
- Participate in the preparation of a variety of administrative and financial reports.
- Establish, organize, and maintain a variety of specialized files and records.
- Independently prepare correspondence and memoranda.
- Perform mathematical calculations.
- Plan and organize work to meet changing priorities and deadlines.
- Provide lead supervision and training to assigned staff.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Utilize public relations techniques in responding to inquiries and complaints.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate modern office equipment, including computer equipment and relevant word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and four (4) years' experience comparable to Administrative Assistant II at Solano County Water Agency and/or equivalent government agency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and

speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

MONTHLY SALARY RANGE #34

DEFINITION

Under general supervision, provides comprehensive confidential administrative support to the General Manager, Assistant General Manager, and Board of Directors and coordinates with the executive team to develop and promote public outreach activities. Performs a variety of professional public outreach and information duties, including preparing press releases and publications, developing content for and managing Agency websites and social media sites, preparing various internal Agency communications, and preparing or assisting in preparation of graphic products to be used as part of public information services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Manager and/or Assistant General Manager. No direct supervision of staff is exercised.

DISTINGUISHING CHARACTERISTICS

This single position class is distinguished from other administrative classes by its responsibility for providing direct support to the General Manager and Board of Directors on Agency-wide issues and for its responsibility for Agency-wide public outreach/information activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides general administrative staff assistance to the General Manager; assists in the implementation and follow-up on Board decisions and requests as directed by the General Manager.
- Provides confidential secretarial and administrative assistance to the General Manager; transcribes, composes, and types a variety of confidential correspondence and reports.
- Uses a personal computer and a variety of applications including word processing, spreadsheet, database, electronic mail, graphic design, presentation, website design, and other specialized functions.
- Provides sophisticated calendar management for the General Manager, prioritizing inquiries and requests while troubleshooting conflicts.
- Acts as a liaison and provides support to the Board of Directors.
- Maintains project schedules of work assigned to departments or divisions; monitors and tracks progress of assigned projects; follows up to obtain status report; prepares summaries of project status for review by General Manager.

- Compiles and coordinates Board of Director's agenda material and assists in the development of the General Manager's staff recommendations on Board actions.
- Postings, notices and agendas, ensuring procedural compliance with regulatory requirements and relevant laws and acts such as the Brown Act.
- Arranges and handles all logistics for Board meetings and events, schedules and attends meetings, drafts and posts agendas; develops, compiles, and distributes presentation materials, and records meeting minutes; ensuring procedural compliance with regulatory requirements and relevant public meeting laws and acts such as the Brown Act.
- Provides information for agency staff, directors, public, press and representatives of other governmental agencies regarding policies and procedures, board meetings, board actions and general information about SCWA.
- Tabulates and analyzes data on a variety of administrative and policy matters
- Prepares and presents reports and recommendations.
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations on behalf of the General Manager; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Researches, develops, plans and coordinates community outreach program activities.
- Develops and prepares well written materials and professional presentations.
- Coordinates and participates in public appearances, special events, contests, or exhibits to increase program or service awareness and further public relations objectives.
- Monitors the Agency's social media outlets and websites, identifying needs, ensuring content is updated and maintained.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Responds to questions and inquiries from the public for the General Manager; resolves problems and situations requiring immediate response.

QUALIFICATIONS

Knowledge of:

- Principles and practices of office management at an executive level in a special district
- Principles, practices, and procedures related to public agency record keeping and the clerk function, including the interpretation of laws, regulations, policies, and procedures.
- Principles of municipal management, organization, systems and procedures.
- Procedures, precedents, and requirements related to the conduct and records maintenance for Board of Directors' meetings.
- Government, municipal functions and community organizations.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Computer office applications and systems.
- Business English, and correspondence composition and proper format.
- Effective English usage for both written and oral communication, report writing, spelling, and punctuation and grammar.
- Modern office procedures, methods and computer equipment.
- Principles and practices of journalism, including effective media relations, website editing and/or WordPress.
- Contemporary methods and practices related to the preparation, publication and distribution of press releases and publications.
- Photography; layout; printing processes, methods and terminology; and distribution methods including direct mailing.

- Word processing, desk-top publishing, web site editing or other computer applications related to public information services.

Ability to:

- Interpret and apply Agency rules, laws and policies. Take responsibility and use good judgment in exercising scope of authority
- Identify and interpret technical and numerical information.
- Operate modern office equipment, including computer equipment and specialized software applications. Use various word-processing, desk-top publishing, website, video, and graphics preparation/presentation software and equipment.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Exemplify excellent public relations skills, including dealing effectively with the public, elected officials, governmental agencies, professional and legislative organizations and Agency staff, both in person and over the telephone.
- Deal positively with confrontation and controversial issues; facilitate participatory decision making to resolution
- Effectively prepare, present, or coordinate a variety of public information services on behalf of the Agency.
- Write creatively to generate internal and external interest/involvement in Agency activities and to promote Agency concerns.
- Exercise discretion and sensitivity in interpreting and communicating Agency policies and programs.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interview; to deal firmly and courteously with the public and media representatives.
- Be flexible and organize and manager a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- To become a Notary Public.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major course work in public administration, business administration, communication, public relations or related field.

Four (4) years of increasingly responsible experience in providing administrative assistance and executive office support, which includes responsibilities related to public information/outreach; and experience providing confidential support to an administrative official, including the preparation of and distribution of agenda and legal documents such as those utilized by a public agency governing board.

Additional experience in the area above may be substituted for up to two years of the required education on a year for year basis.

Graphics and desk-top publishing experience, including public service experience, are desirable.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Sit at desk or in meetings for long periods of time in a standard office setting and use standard office equipment, including a computer; perform simple grasping and fine manipulation; finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, and to write and use keyboard to communicate through written means ; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Positions in this classification bend, stoop, twist, kneel, and reach to perform work. Employees must possess the ability to and lift or carry weight of 10 pounds or less.

ENVIRONMENTAL ELEMENTS

Employees mainly work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Established:

MONTHLY SALARY RANGE #30

DEFINITION

Under direct supervision, learns and performs financial accounting and reporting functions of the Agency; collects and analyzes financial information and learns to prepare a variety of fiscal documents and reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Administrative Services Manager; may receive technical and functional supervision from a Senior Accountant. No direct supervision of staff is exercised.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Accountant series. This class is distinguished from the Associate Accountant (journey-level) by the performance of less than the full range of duties while learning the job. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment.

This class is alternately staffed with Associate Accountant and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learns and maintains the Agency's financial records and statements.
- Maintains cash receipts, cash disbursements journal, and the general ledger.
- Learns and tracks the Agency's checking account and investment account activities.
- Assists in preparation of the annual budget.
- Learns and participates in operating and maintaining a computerized financial information system.
- Assists with the Agency's annual audit.
- May perform Agency payroll functions including reviewing time cards for completeness and accuracy; preparing payroll and benefit checks; and learning to prepare payroll-related reports to PERS and state and federal taxing agencies.
- Examines accounting transactions to ensure accuracy; corrects financial records as necessary.
- Provides general administrative support, including gathering and organizing information from Agency records or other sources; preparing and composing Agency correspondence and

- routine reports; and performing routine analyses.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of generally accepted accounting procedures.
- Methods and techniques of effective technical report preparation and presentation.
- Basic principles, practices, and procedures of payroll administration.
- Computer software and relevant applications to finance and accounting operations, including report development.
- Applicable Federal, State, and local ordinances, resolutions, and laws affecting financial operations.
- Record keeping principles and procedures.
- Modern office practices, methods and equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Learn to apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.
- Learn to use automated financial management systems.
- Examine and verify a wide variety of financial documents and reports.
- Learn to apply governmental accounting principles and practices, including fund accounting.
- Prepare a variety of routine financial statements, reports and analyses.
- Learn applicable Federal, State, and local policies, laws, and regulations, especially as related to accounting and auditing.
- Work on multiple projects with competing priorities effectively and in a timely manner.
- Understand and carry out a variety of instructions.
- Research regulations, procedures and/or technical reference materials.
- Establish and maintain a variety of files and records.
- Operate modern office equipment, including computer equipment and applicable database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Bachelor's degree from an accredited college or university in accounting, finance, or public administration.

No previous experience is required.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

License requirements may be waived at the discretion of the Agency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with distressed staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Established:

MONTHLY SALARY RANGE #64

DEFINITION

Under general direction, assists the General Manager in managing and directing the daily activities of the Agency; executes actions needed to support the General Manager in the overall success of the Agency's adopted organizational mission. Reporting to the General Manager, this position is responsible for developing, planning, and implementing goals and objectives consistent with the Agency's mission, vision, and strategic plan; directly overseeing the operations of multiple Agency departments; ensuring that the Agency complies with changing environmental requirements; analyzing Agency projects and programs; conducting studies of systems and procedures and managing major Agency projects; prioritizing and allocating available resources; reviewing and evaluating programs and service delivery; representing the Agency to outside agencies and organizations; and participating in outside community and professional groups and committees

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direct and general supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a management-level class responsible for assisting and supporting the General Manager in the planning and execution of programs and projects for accomplishing the Agency's short- and long-term goals and objectives. Directly manages the Agency's programs and activities of the administration unit and groundwater management program. Within assigned areas of responsibility, the incumbent operates with substantial latitude and discretion. This class is distinguished from the General Manager in that the latter has overall administrative direction and oversight for all Agency functions and activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing and coordinating the Agency budget; reviewing budget proposals and recommending budgets for reporting departments and divisions to the General Manager for inclusion in the proposed fiscal year budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.
- Manages the programs and activities of the groundwater management program.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned function; recommends, within Agency policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the General Manager.
- Oversees the development of requests for proposals for professional and/or construction services, and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with Agency standards and specifications, and time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the General Manager; directs the implementation of improvements.
- Represents the Agency at meetings with local, State, and Federal agencies.
- Analyzes the impact of other local, State, and Federal agencies' projects on the Agency and its purpose.
- Responds to complaints and inquiries regarding drainage and flooding from the general public and other agencies.
- Confers with and represents the Agency in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Monitors changes in laws, regulations, and technology that may affect Agency operations; and implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides technical advice to the Agency's General Manager and the Board of Directors in Agency day-to-day operational matters.
- Acts as General Manager in his/her absence.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and techniques of administrative services as they relate to the Agency, including finance, human resources, information technology, and general administration functions.
- Principles, practices, methods, and technical requirements of water systems and related facilities and appurtenances.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs;
- Principles and practices of municipal government administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of contract negotiations and management.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and practices of budget development, administration, and accountability.
- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, vendors, contractors, and various business, professional, educational, regulatory, and legislative organizations.
- Safety principles and practices.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service and effectively representing the Agency in contacts with vendors, contractors, governmental agencies, community groups, the public, Agency staff, and various business, professional, educational, regulatory, and legislative organizations, in person and over the telephone.

Ability to:

- Conduct groundwater supply surveys analyze data and make sound recommendations based on said data.
- Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services.
- Read and interpret plans, specifications, and diagrams used in the design and construction of water delivery and flood management systems and facilities.

- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, and other written materials.
- Conduct effective negotiations and effectively represent the Agency in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, public policy, finance, engineering, or a field related to the work; and

Seven (7) years of professional experience in a water related industry which has included the planning, organizing and directing of operations and staff, with three (3) years of management experience in a municipal or other public agency setting. Experience in working with an elected Board of Directors or Board is highly desirable. Possession of a graduate degree and/or related certification(s) may substitute for up to two (2) years of the required experience.

License and Certifications:

Possession of and ability to maintain a valid appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open

and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Established:

Revised:

MONTHLY SALARY RANGE #23

DEFINITION

Under direct and general supervision, learns to perform and performs administration of the Agency's information technology infrastructure. Areas of responsibility include, but are not limited to: the troubleshooting, installation, configuration, repair and maintenance of network equipment, and components, desktop computers, servers, workstations, peripherals, and other related components; providing training and answering questions for Agency employees on common applications software and Agency systems and equipment; monitoring and management of network security and integrity; analysis of departmental requirements and hardware and software priorities; the maintenance of applications to increase employee productivity and the development of new and/or modification of the Agency's communication technology.

SUPERVISION RECEIVED AND EXERCISED

Receives direct and general supervision from the Manager, Administrative Services. No direct supervision of staff is exercised.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Information Technology Specialist series. This class is distinguished from the Associate Information Technology Specialist (journey-level) by the performance of less than the full range of duties while learning the job. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment.

This class is alternately staffed with Associate Information Technology Specialist and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs remote and/or on-site diagnostics and troubleshooting using diagnostic software and basic test equipment; analyzes software conflicts, hardware problems, and operation and integration of desktop workstations within the network and internet environment.

- Resolves problems related to network and applications, servers, operating systems, hardware/software, and other network issues; refers larger scale or more complex problems to the Manager, Administrative Services or to a consultant.
- Monitors LAN, WAN and server operations, checks for error and warning messages and takes corrective actions, and performs other network administration duties.
- Performs a variety of laptop/desktop support duties as needed including: installs, configures, upgrades, troubleshoots, repairs and maintains laptops and desktop computers, and peripherals and other components, and testing hardware for proper operation; refers major hardware problems to vendors; installs, configures and maintains new and/or upgraded operating systems, drivers, and applications.
- Adds users, assigns identification and access levels; creates, modifies and deletes network accounts, scheduling, e-mail and other accounts.
- Answers and responds to help calls on network, hardware, software and system problems, provides information on software use and/or guides users through basic troubleshooting such as checking connections, rebooting, and simple command changes.
- Assists in establishing and maintaining network security profile including intrusion detection testing, applying security and anti-virus updates, reporting and mitigating security breaches.
- Provides instruction and training on hardware and software to Agency employees
- Provides consultation to departmental support staff and management on hardware and software issues
- Assists in the system planning and executes the selection, installation, configuration, and testing of PC and server hardware, software, LAN and WAN networks, and operating and system management systems; defining system and operational policies and procedures.
- Learns to establish and maintain mutually beneficial business relationships with outside vendors and consultants.
- Uses judgment and discretion to prioritize competing service requests and network
- Learns to establish and maintain Internet and Intranet web sites and web pages; performs basic Web design, development, and maintenance assignments; converts documents into HTML (Hypertext Markup Language) or other language; learns to write code in web development languages in order to edit, develop and provide content for the Agency's web site; ensures that the layout, positioning, graphics, navigation and look and feel of the content are consistent with organization's web policy.
- Learns and maintains system performance by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software, networks and operating and system management systems; designing and running system load/stress testing; escalating application problems to the Manager, Administrative Services and/or the appropriate consultant.
- Prepares and maintains a variety of logs, records, documentation, training manuals, reports and correspondence.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- IT systems components and architecture
- Common software such as Microsoft Office Suite and database programs
- Network, server and desktop operating systems, and endpoint protection and backups
- Techniques, equipment and diagnostic software used in the assembly, troubleshooting and repair of laptop and desktop computers
- Network/server configuration, installation, and administration

- Enterprise cybersecurity solutions and best practices
- System performance monitoring and troubleshooting
- Operating systems installation and configuration procedures
- Techniques for explaining technical concepts to non-technical users.
- Network firewall and security
- Enterprise backup technologies and best practices
- MS Windows Operating Systems, MS Office Applications, and Microsoft Visio
- Wide Area and Local Area Network switching and routing technologies and protocols
- Hardware and software solutions
- Microsoft Active Directory
- VMWare systems and maintenance
- Mobile device configuration and management

Ability to:

- Install, configure, repair and maintain computer hardware, peripherals and components
- Multi-task and handle a heavily interrupt-driven workload
- Learn to troubleshoot and solve complex problems in-person and remotely
- Communicate technical detail to both technical and non-technical personnel
- Deal tactfully and courteously with fellow employees and the public
- Provide training, assist users in problem resolution, and explain system and application use
- Communicate effectively orally and in writing
- Write clear, concise, and adequately complete notes and reports
- Learn to effectively analyze Agency and user information and communication system needs, research alternatives, and provide recommendations/input on the purchase of hardware and software.
- Ensure the application of appropriate security measures in accord with established procedures
- Assist in implementing and maintaining network and systems services
- Monitor network and systems performance and troubleshoot minor problems
- Document and initiate response to security problems
- Assist customers in installing and using applications
- Maintain database operations
- Assist in returning disrupted database systems to normal operations
- Create reports and manipulate data in response to customer requirements
- Learn to convert user-developed content into workable Web pages
- Learn to carry out server maintenance functions

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of twelve semester or eighteen quarter college level units in information systems, computer science or closely related field; or comparable vocational coursework in computer science or a closely related field.

Experience: No Experience is required.

Substitution: One year of experience performing duties comparable to Assistant Information Technology Specialist at Solano County Water Agency may be substituted for the required education.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

License requirements may be waived at the discretion of the Agency.

PHYSICAL DEMANDS

Sit at desk for long periods of time in a standard office setting and use standard office equipment, including a computer; perform simple grasping and fine manipulation; finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, and to write and use keyboard to communicate through written means; vision to read printed materials and a computer screen and to distinguish between different colors; and hearing and speech to communicate in person and over the telephone. Positions in this classification kneel, stoop, crouch, stand, walk, sit, grasp and reach to perform work. May need to carry materials or objects over 50 pounds. The duties of the position require the ability to observe, talk, listen and operator a computer and telephone.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Established:

MONTHLY SALARY RANGE #30

DEFINITION

Under direct and general supervision plans, organizes and performs professional administrative, analytical and technical duties in supporting agency operations, programs, and/or services in a variety of areas such as fiscal operations, budgeting, risk management, human resources, staffing, organizational review, and insurance.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Manager of Water Resources, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the entry-level class in the Management Analyst series. This class is distinguished from the Associate Management Analyst (journey-level) by the performance of less than the full range of duties while learning the job. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment.

This class is alternately staffed with Associate Management Analyst and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing and conducting special management studies; gathers, researches, compiles, tabulates, and analyzes data.
- Learns to prepare comprehensive written reports with recommendations and implementation procedures to Board of Directors and other advisory and policy bodies.
- Provides general administrative support, including: a) researching, gathering, and organizing information from Agency records or other sources, b) preparing and composing Agency correspondence and routine reports, and c) performing routine analyses.

Fiscal/budget responsibilities

- Participates in the compilation and preparation of the annual budget for the Agency, including assisting other staff with budget preparation, providing personnel cost projections, and estimated revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Reviews accounts payable and contract payments and forwards to management for signature.
- Reviews timesheets and calculates and processes payroll; tracks time off accruals and ensures compliance with state and federal leave laws such as Family Medical Leave Act (FMLA)
- Allocates labor and overhead expenses to applicable project(s) and enters data into accounting system
- Assists with the preparation for the annual audit; responds to questions regarding Agency financials; reviews audited financial statements for accuracy
- Learns to track and manage the Agency's CalPERS unfunded liability; works with auditors to complete valuations and disclose information in Agency financial statements
- Interprets, explains, and applies, general and governmental accounting and auditing principles, procedures, laws, and regulations
- Completes monthly bank reconciliations

Human Resources Responsibilities

- Administers the Department of Transportation (DOT) Drug and Alcohol Testing Program
- Plans, schedules and coordinates recruitment and examination strategies for a variety of job classifications; prepares and publishes recruitment announcements, places ads/job postings on relevant websites and publications; collect and screens applications
- Learns to work with subject matter experts/hiring supervisors to develop employee selection instruments such as structured oral interview questions, writing exercises, and performance tests such as physical agility tests and job simulation tests
- Manages onboarding of all new employees; creates offer letters, determines pay range, coordinates appointments, meets with new hires to review hiring packets and all other onboarding materials
- Administers employee benefits, including retirement, health, dental, deferred compensation, long term care, flexible spending account, paid and unpaid leave, and short and long term disability; provides information to employees and answers questions; facilitates annual enrollment; provides recommendations regarding changes to existing benefits or addition of new benefits to management
- Administers all salary adjustments and bonuses
- Stays abreast of changes to employment laws; creates or revises Human Resources policies; updates employee handbook as necessary; creates Board action items, if needed; and distributes new or revised Human Resources policies to Agency employees.
- Provides assistance to staff in regards to job descriptions and salary estimates. Ensures positions are appropriately classified as FLSA exempt or non-exempt.
- Learns to conduct position classification studies to determine appropriate duties, responsibilities and classification and allocation of positions

Risk Management Responsibilities

- Learns to oversee and administer the Worker's Compensation program, ensuring accurate distribution and collection of all necessary forms and documents, arranging doctor's appointments, coordinating with insurance provider and third-party administrator, and creating and processing workers' compensation invoices
- Assists with administration of the Agency's safety programs; assigns safety training to new

and existing staff, provides recommendations on safety training to be provided, coordinates staff trainings, manages hospital contracts for injuries and testing.

- Learns to administer and manage the Agency's insurance program, including annual updates to all insurance policies, reporting of claims, and requesting and reviewing insurance certifications
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of public administration including the basic techniques of budgeting, administrative analysis and personnel administration
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to Agency operations.
- Basic principles, practices, and procedures of payroll administration.
- Cost accounting principles and systems.
- Practices and political implications of decisions regarding budgeting, fiscal management, human resources and risk management
- Techniques and practices of research methodology, data collection, and analysis;
- Principles and practices related to employee selection and advancement, classification and compensation, and equal employment opportunity
- Applicable Federal, State, and local ordinances, resolutions, and laws affecting financial operations and employment actions/decisions.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Collect, analyze, evaluate, and interpret complex information and data, including complex financial and statistical data; and prepare appropriate reports with recommendations in a clear and concise manner
- Understand accounting principles and concepts.
- Forecast revenues for the preparation of long and short-term financial plans and budget documents.
- Read, analyze, and interpret financial reports.
- Prepare clear and concise administrative, personnel, and financial reports.
- Interpret computer-generated data and reports.
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.

- Research regulations, codes, and laws and develop financial and personnel policies that are easy to understand and apply
- Research procedures and/or technical reference materials.
- Establish and maintain a variety of files and records.
- Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree from an accredited college or university is required, preferably in accounting or business or public administration with upper division course work in accounting, finance or closely related field.

Advanced degree desirable.

Experience: No previous experience is required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Established:

MONTHLY SALARY RANGE #33

DEFINITION

Under direct or general supervision, learns and performs professional engineering, water management, and flood management work; assists in conducting field inspections and investigations of the Agency's systems and facilities; participates in scientific studies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Supervising Water Resources Engineer, Manager of Engineering, and/or the General Manager. No direct supervision of staff is exercised.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Water Resources Engineer series. This class is distinguished from the Associate Water Resources Engineer (journey-level) by the performance of less than the full range of duties in the field of water resources engineering. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment.

This class is alternately staffed with Associate Water Resources Engineer and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Under the supervision of licensed engineers, designs simple structures, water facilities and appurtenances, and/or water flow instrumentation and control systems.
- Assists in developing design requirements including researching data, assists in preparing plans, specifications and estimates for the purchase, installation, construction, modification of structures, facilities, equipment, and/or instrumentation systems related to water supply, water flow or water distribution; recommends the purchase of appropriate equipment to meet Agency requirements.
- Conducts site investigations including collecting and reviewing technical data, plans, drawings, specifications and estimates in connection with the construction, maintenance or operations of flood control, water supply or distribution facilities and systems.

- Performs staff functions for various Agency committees.
- Learns, assists in and performs a variety of skilled technical duties in the development, installation, modification, and maintenance of water management and water measurement instrumentation.
- Prepares manual and computerized written, oral, tabular, and graphic reports summarizing findings; presents findings orally.
- Working closely with contractors and vendors, participates in various engineering projects, including assisting in and conducting field inspections and investigations of the Agency's systems and facilities
- Receives and reviews invoices, applications, plans, scope of work, and/or cost schedules for contracted work and provides recommendations regarding approval.
- Learns to review and reviews the work of consultants on District projects, including the review of draft technical work; conducts periodic check-ins; responds to consultant questions.
- Responds to requests for information from government agencies, private entities, and the public.
- Participates in training via webinars and workshops to enhance skills
- Performs other duties as assigned.

When assigned to construction projects

- Under supervision of licensed engineers, learns to manage and manages construction projects provides technical support during project design and implementation including permits, design changes, submittal review, requests for information from contractors, project change order claims, interpretation of project drawings and specifications, and contract documents; and performs inspections of contractor installations to ensure work is in accordance with project plans, specifications, and professional engineering standards and codes.
- Performs hydraulic calculations.
- Learns to prepare and prepares engineering drawings for Agency staff by utilizing surveying data collected in the field to generate topographic features, alignments, profiles, and cross-sections.
- Completes land surveys; operates the handheld GPS, Total Station and/or Prism equipment to ensure that standard surveying techniques are applied.

When assigned to instrumentation and control systems:

- Receives information from water distribution system operators regarding issues with control system data or web pages, learns to troubleshoot problems, and make necessary repairs or calibrations to system(s)
- Installs, troubleshoots, monitors, and tests control systems.
- Assists in the management of the Agency's flow network by assisting with the design and installation of new locations, development of flow rating curves, and regular flow measurements to ensure the required accuracy is being met.
- Learns to manage and manages SCADA system and engineering projects; provides technical support during project design and implementation including permits, design changes, submittal review, requests for information from contractors, project change order claims, interpretation of project drawings and specifications, and contract documents; and performs inspections of contractor installations to ensure work is in accordance with project plans, specifications, and professional engineering standards and codes.

- Learns to design new application software and modifies existing software; evaluates consultant products and prepares control strategies for new applications software and trains staff as required.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, procedures, and standards related to hydraulics and hydrology.
- Practices, techniques, tools, and equipment used in engineering field work and general construction.
- Basic principles and practices of project management and contract administration, including planning, organizing, delegating, scheduling and controlling.
- Federal, State, and local laws, regulatory codes, ordinances, and procedures related to construction, water management, and flood management.
- Effective communication techniques and public relations.
- Methods and techniques of effective technical report preparation and presentation.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications and languages related to the work, including word processing, database, spreadsheet applications, CAD and/or GIS applications.
- Operational characteristics of local area networks and supporting platforms
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and Agency staff and for providing a high level of customer service, in person and over the telephone.

Ability to:

- Prepare, understand, and interpret basic to routine engineering plans, specifications, and other contract documents.
- Learn, interpret, apply, and explain technical written material and laws, codes, regulations, ordinances, and Agency engineering policies and procedures.
- Analyze water and flood control problems and develop proposed solutions.
- Read and understand basic technical drawings and specifications.
- Prepare and oversee preparation of plans, designs, sketches, estimates and specifications.
- Conduct engineering studies, investigations and analyses.
- Perform basic engineering design and planning using a variety of techniques.
- Perform mathematical and basic engineering computations with precision.
- Read, understand and interpret technical drawings, graphs, and specifications.
- Prepare and present clear, concise, and logical records, written and oral reports, correspondence, and other written materials.
- Learn to effectively organize, prioritize, and coordinate a variety of projects, studies, contracted services and a variety of other tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

- Deal effectively with the public, vendors, contractors and Agency staff, in person and over the telephone.
- Provide a high level of customer service to public and Agency staff, in person and over the telephone.

When assigned to construction projects:

Knowledge of:

- Basic engineering design and layout of civil facilities, as well as construction practices and construction management.

When assigned to instrumentation and control systems:

Knowledge of:

- Fundamental principles and practices of control and electrical systems engineering as applied to a water agency, including electrical and circuitry principles and practices.
- Control system instrumentation such as stage sensors, bubblers, rotary encoders, and conductivity sensors
- The proper use of flow measuring equipment
- Electrical and electronic system methods, materials and equipment.

Ability to:

- Program and install control system equipment such as dataloggers and programmable logic controllers (PLCs).

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, environmental engineering, electrical engineering or other related engineering field.

Advance degree desirable.

Experience: No experience is required.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

License requirements may be waived at the discretion of the Agency.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform occasional physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring occasional walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and may be exposed to cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May infrequently be required to work on evenings, weekends, and holidays.

Revised:

MONTHLY SALARY RANGE #30

DEFINITION

Under direct or general supervision, assists in the development and implementation of water management, water conservation, and habitat restoration/management projects, performs grant administration; assists in conducting field inspections and investigations of the Agency's systems and facilities; participates in scientific studies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Supervising Water Resources Specialist and/or the Manager of Water Resources. No direct supervision of staff is exercised.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Water Resources Specialist series. This class is distinguished from the Associate Water Resources Specialist (journey-level) by the performance of less than the full range of duties in the field of water resources. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment.

This class is alternately staffed with the Associate Water Resources Specialist and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications and demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists water resources staff in development of projects and implementation of programs, including, but not limited to, water resources management, water conservation, and habitat restoration/management.
- Conducts field inspections, investigations, and monitoring and data gathering for the Agency.
- Surveys, assesses, and reports baseline environmental conditions and wildlife at sites for project planning. Uses research, available data, and in field assessments and evaluations to define the current conditions of the site.
- Monitors project progress and success with site surveys and reports, and develops adaptive project plans as necessary.

- Assists in researching, planning, and writing grant/funding proposals including coordination with funding agencies and their criteria.
- Assists in administering and monitoring grants, ensuring compliance with grant requirements and schedule.
- Communicates with landowners, government and regulatory agencies, and other project stakeholders. Coordinate and facilitate meetings, and create meeting reports.
- Participates in project field meetings to solicit and coordinate activities going on simultaneously within the project site.
- Prepares and submits permit applications, permit amendments, extension applications, verification request forms, wildlife reports, and notice of exemptions required by assigned projects.
- Assists in preparing and prepares reports required by grants including quarterly progress reports, annual reports, close-out and monitoring reports, financial reports, and reimbursement requests with invoices.
- Performs staff functions for various Agency committees.
- Assists in project management of grant funded projects such as preparing contracts and scheduling invoices and task orders.
- Drafts maps, charts, diagrams, and tables using computer programs.
- Attends various types of meetings, records minutes, prepares oral presentations and written reports, and presents findings.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic practices, techniques, and tools used in, water resources management, water conservation, and habitat restoration/management.
- Basic principles and practices of grant development and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Effective communication and public relations techniques
- Basic principles of plant science and physiology
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, mapping, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Learn to develop and administer contracts for professional services in a public agency setting.
- Understand and interpret basic and routine engineering construction plans, specifications, and contract documents.
- Analyze water conservation and water resources problems and develop proposed solutions.
- Conduct biological surveys
- Delineate wetlands and watersheds
- Prepare and maintain detailed and accurate records, reports, and written correspondence.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in water conservation, water resources, environmental sciences, landscape architecture, planning, engineering, agriculture, biological sciences, natural resources, public policy or administration, or a related field.

Advance degree desirable.

Experience: No experience is necessary, however, experience in the above-described job functions is desirable.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification occasionally stoop, kneel, crouch, reach and climb to perform work and inspect work sites.

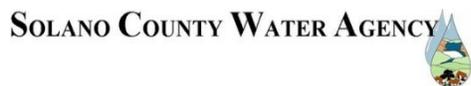
ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to uneven, slippery surfaces and moving objects and vehicles. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:



**ASSISTANT WATER RESOURCES
TECHNICIAN**
FLSA: Non-Exempt

MONTHLY SALARY RANGE #20-24

(Assigned Salary Range based on License and Certifications)

DEFINITION

Under direct and general supervision, learns to perform and performs a variety of skilled and semi-skilled duties in the areas of water management, flood management, water quality, habitat restoration/management, and watercraft inspection/decontamination functions; operates and maintains heavy equipment such as tractors, excavators and trucks; operates and maintains habitat restoration irrigation systems; performs stream gaging; assists in conducting field inspections and investigations of the Agency's systems and facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Water Resources Technician and/or from other supervisory or management staff. No direct supervision of staff is exercised. Work assignment and training of interns may be performed.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Water Resources Technician series. This class is distinguished from the Associate Water Resources Technician (journey-level) by the performance of the more routine tasks in the areas of water management, flood management, water quality, habitat restoration/management, and watercraft inspection/decontamination functions. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment.

This class is alternately staffed with Associate Water Resources Technician and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learns to perform logistical planning and preparation to implement field work projects.

- Performs control of invasive water and land-based species; . protects designated plants and trees from wild and domestic animals by creating plant/tree cages, electric fences and other defenses.
- Learns to inspect and inspects boats for mussel contamination; decontaminates boats and engines; completes inspection and screening documents.
- Operates modern office equipment, including desktop and laptop computers and specialized software applications
- Enters and retrieves information from a database and monitors database activity.
- Schedules and instructs Cal Fire inmate crews.
- Designs and fabricates equipment, tools, parts and hardware.
- Designs, purchases, installs, monitors, repairs, and applies irrigation
- Operates and maintains water resource projects such as weed management and irrigation.
- Skillfully Operates heavy equipment such as tractors, trucks and excavators; creates access through difficult and inaccessible terrain to allow restoration work.
- Performs or arranges for maintenance and repair of equipment.
- Learns to perform and performs stream gaging to measure streamflow.
- Maintains public relations along the creek; acquires signed agreements with landowners to allow private property access; discusses landowner concerns;
- Assists engineering staff in engineering projects by performing surveys and taking organic samples
- Conducts field inspections, investigations, and monitoring and data gathering for the Agency's monitoring stations, water distribution systems and flood control facilities.
- Assists in project management of outsourced construction projects such as preparing contracts and scheduling work dates and task orders.
- Assists in channel maintenance by performing routine measurements and keeping records of stream flows.
- Provides training and assigns and reviews work of seasonal employees/interns
- Coordinates and/or participates in public outreach events such as festivals, boat shows, expositions to increase public awareness.
- Builds and maintains positive working relationships with co-workers, the public, employees of other agencies, and contractors using principles of effective customer service.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe practices for operation of heavy equipment.
- Basic use of power tools, hand tools and electrical equipment.
- Streamflow and geomorphology.
- Control of weeds, invasive species, and wild and domestic animals.

- Native plants and animals in the riparian and woodland areas of Solano County.
- Soil erosion prevention practices and procedures.

- Principles of safe work practices related to working in the field with heavy equipment, hand tools, and electrical equipment
- Record keeping principles and procedures.
- Computer applications related to the work, particularly database applications and geographic information systems.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer services and dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.
- Effective communication techniques and public relations.

Ability to:

- Operate heavy equipment such as tractors, trucks, and excavators on rough terrain.
- Perform basic maintenance on vehicles and small/heavy equipment
- Install heavy irrigation pipes and pumps.
- Wade into running water to take measurements.
- Operate a canoe and boat.
- Perform simple repair of equipment.
- Understand and interpret basic to routine engineering construction plans, specifications, and other contract documents.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines and objectives.

Education and Experience

Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade or possession of a GED; and

Experience: Minimum of six (6) months of experience operating heavy equipment such as tractors, trucks and/or excavators.

Advanced degree desirable.

Required License:

Possession of an appropriate California driver's license and a satisfactory driving record

LICENSE AND CERTIFICATION INCENTIVE PAY

Two (2) Qualifying Licenses and Certifications qualify for incentive pay:

- Class A Driver's License
- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) with Right-of-way, Aquatic Weeds, or Landscape Maintenance from the California Department of Pesticide Regulation.

Possession of 1 = Range 22

Possession of 2 = Range 24

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform heavy physical work, operate heavy equipment, operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification frequently bend, stoop, kneel, crouch, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull heavy materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees mostly work in the field and are exposed to loud noise levels, dust, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Occurrence of poison oak, ticks, bees/wasps, snakes, and other possible hazards is prevalent in routine work environment. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Assistant Water Resources Technician
Page 5 of 5

May be infrequently required to work on evenings, weekends, and holidays.

Established:

Revised:

MONTHLY SALARY RANGE #36

DEFINITION

Under general supervision, performs financial accounting and reporting functions of the Agency; provides accurate reporting of financial transactions in both detail and summary form; identifies problems and takes corrective action in Agency's accounting system; collects and analyzes financial information and prepares a variety of fiscal documents and reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager; may receive technical and functional supervision from a Senior Accountant. No direct supervision of staff is exercised.

DISTINGUISHING CHARACTERISTICS

This is the journey-level classification in the professional Accountant series, responsible for the accounting functions of the Agency. Incumbents maintain the Agency's financial records and statements, assist in preparation of the annual budget, assist with the annual audit, and maintain all necessary paperwork and systems as they relate to the accounting functions of the Agency. This class is distinguished from the lower-level class of Assistant Accountant in that the full scope of the work is performed with greater independence under general supervision.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and reviews monthly financial reports for staff and management; includes detail reports of expenses and revenues by fund; compares actual data to approved budget.
- Performs the Agency's accounting functions for revenues, expenditures, capital, and reserves.
- Maintains cash receipts, cash disbursements journal, and the general ledger.
- Tracks the Agency's checking account and investment account activities.
- Participates in operating and maintains a computerized financial information system; identifies, develops, and implements new automated applications to improve effectiveness and efficiency.
- Prepares accurate and timely billings to the Agency's wholesale customers in accordance with approved Agency Ordinances and contracts.
- Prepares and processes payments to Agency creditors in accordance with approved policies and procedures.
- Develops internal tracking and reporting systems to properly allocate labor and overhead costs.

- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of Agency.
- Participates in the compilation and preparation of the annual budget for the Agency, including assisting other staff with budget preparation, providing personnel cost projections, and estimated revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Performs fixed asset inventory control; maintains fixed asset accounting software; prepares journal entries for depreciation and fixed asset acquisitions and disposals.
- Performs or oversees the Agency's payroll functions including reviewing timecards; verifying payroll; preparing payroll and benefit checks; and preparing payroll-related reports to PERS and state and federal taxing agencies.
- Monitors revenues and projection of grant monies; may prepare invoices for grant reimbursements.
- Assists auditors in completing annual audits by providing requested information and preparing working papers; reviews audited financial statements for accuracy.
- Provides general administrative support, including researching, gathering, and organizing information from Agency records or other sources; preparing and composing Agency correspondence and routine reports; and performing routine analyses.
- Participates in the planning and implementation of a comprehensive electronic filing and record retrieval system for the Agency.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles and Governmental Accounting Standards Board pronouncements and standards.
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to Agency operations.
- Principles and practices of budget preparation and administration.
- Basic principles, practices, and procedures of payroll administration.
- Cost accounting principles and systems.
- General principles and practices of data processing and its applicability to accounting and financial operations.
- Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
- Computer software and relevant applications to finance and accounting operations, including report development.
- Applicable Federal, State, and local ordinances, resolutions, and laws affecting financial operations.
- Record keeping principles and procedures.
- Modern office practices, methods and equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Collect, analyze, evaluate, and interpret complex financial and accounting information and

- data.
- Independently apply accounting principles and concepts to the maintenance and reporting of financial and accounting transactions and audit of financial records.
 - Forecast revenues for the preparation of long and short-term financial plans and budget documents.
 - Read, analyze, and interpret financial reports.
 - Prepare clear and concise administrative and financial reports.
 - Interpret computer-generated data and reports.
 - Prepare large and complex budgets.
 - Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
 - Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
 - Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines in an effective and timely manner under minimal supervision.
 - Evaluate and recommend improvements in operations, procedures, policies, or methods.
 - Understand and carry out a variety of complex instructions in a responsible and independent manner.
 - Prepare fiscal procedures.
 - Research regulations, procedures and/or technical reference materials.
 - Establish and maintain a variety of files and records.
 - Operate modern office equipment, including computer equipment and applicable database, spreadsheet, and graphics software applications programs.
 - Use English effectively to communicate clearly and concisely, both orally and in writing.
 - Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
 - Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Bachelor's degree from an accredited college or university in accounting, finance, or public administration, and

Two (2) years of professional level accounting experience equivalent to that of an Assistant Accountant with the Solano County Water Agency.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

License requirements may be waived at the discretion of the Agency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer

keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with distressed staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Established:

MONTHLY SALARY RANGE #29

DEFINITION

Under general supervision, performs administration of the Agency's information technology infrastructure. Areas of responsibility include, but are not limited to: the troubleshooting, installation, configuration, repair and maintenance of network equipment, and components, desktop computers, servers, workstations, peripherals, and other related components; providing training and answering questions for Agency employees on common applications software and Agency systems and equipment; monitoring and management of network security and integrity; analysis of departmental requirements and hardware and software priorities; the maintenance of applications to increase employee productivity and the development of new and/or modification of the Agency's communication technology.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Manager, Administrative Services. No direct supervision of staff is exercised.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Information Technology Specialist series. This class is distinguished from the Assistant Information Technology Specialist (entry-level) by the performance of the full range of tasks related to the administration of the agency's technology structure. Assignments are technically diverse and difficult, and increasing independence of judgment is required. Less supervision is expected in this class compared to the Assistant level.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs remote and/or on-site diagnostics and troubleshooting using diagnostic software and basic test equipment; analyzes software conflicts, hardware problems, and operation and integration of desktop workstations within the network and internet environment.
- Resolves problems related to network and applications, servers, operating systems, hardware/software, and other network issues; refers larger scale or more complex problems to the Manager, Administrative Services or to a consultant.
- Monitors LAN, WAN and server operations, checks for error and warning messages and takes corrective actions, and performs other network administration duties.
- Performs a variety of laptop/desktop support duties as needed including: installs, configures, upgrades, troubleshoots, repairs and maintains laptops and desktop computers, and peripherals and other components, and testing hardware for proper operation; refers major

- hardware problems to vendors; installs, configures and maintains new and/or upgraded operating systems, drivers, and applications.
- Adds users, assigns identification and access levels; creates, modifies and deletes network accounts, scheduling, e-mail and other accounts.
 - Answers and responds to help calls on network, hardware, software and system problems, provides information on software use and/or guides users through basic troubleshooting such as checking connections, rebooting, and simple command changes.
 - Establishes and maintains network security profile including intrusion detection testing, applying security and anti-virus updates, reporting and mitigating security breaches.
 - Provides instruction and training on hardware and software to Agency employees
 - Provides consultation to departmental support staff and management on hardware and software issues
 - Assists in the system planning and executes the selection, installation, configuration, and testing of PC and server hardware, software, LAN and WAN networks, and operating and system management systems; defining system and operational policies and procedures.
 - Learns to establish and maintain mutually beneficial business relationships with outside vendors and consultants.
 - Uses judgment and discretion to prioritize competing service requests and network
 - Establishes and maintains Internet and Intranet web sites and web pages; performs Web design, development, and maintenance assignments; converts documents into HTML (Hypertext Markup Language) or other language; learns to write code in web development languages in order to edit, develop and provide content for the Agency's web site; ensures that the layout, positioning, graphics, navigation and look and feel of the content are consistent with organization's web policy.
 - Maintains system performance by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software, networks and operating and system management systems; designing and running system load/stress testing; escalating application problems to the Manager, Administrative Services and/or the appropriate consultant.
 - Prepares and maintains a variety of logs, records, documentation, training manuals, reports and correspondence.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- IT systems components and architecture
- Common software such as Microsoft Office Suite and database programs
- Network, server and desktop operating systems, and endpoint protection and backups
- Techniques, equipment and diagnostic software used in the assembly, troubleshooting and repair of laptop and desktop computers
- Network/server configuration, installation, and administration
- Enterprise cybersecurity solutions and best practices
- System performance monitoring and troubleshooting
- Operating systems installation and configuration procedures
- Techniques for explaining technical concepts to non-technical users.
- Network firewall and security
- Enterprise backup technologies and best practices
- MS Windows Operating Systems, MS Office Applications, and Microsoft Visio
- Wide Area and Local Area Network switching and routing technologies and protocols

- Hardware and software solutions
- Microsoft Active Directory
- VMWare systems and maintenance
- Mobile device configuration and management

Ability to:

- Install, configure, repair and maintain computer hardware, peripherals and components
- Multi-task and handle a heavily interrupt-driven workload
- Troubleshoot and solve complex problems in-person and remotely
- Communicate technical detail to both technical and non-technical personnel
- Deal tactfully and courteously with fellow employees and the public
- Provide training, assist users in problem resolution, and explain system and application use
- Communicate effectively orally and in writing
- Write clear, concise, and adequately complete notes and reports
- Effectively analyze Agency and user information and communication system needs, research alternatives, and provide recommendations/input on the purchase of hardware and software.
- Ensure the application of appropriate security measures in accord with established procedures
- Assist in implementing and maintaining network and systems services
- Monitor network and systems performance and troubleshoot minor problems
- Document and initiate response to security problems
- Assist customers in installing and using applications
- Maintain database operations
- Assist in returning disrupted database systems to normal operations
- Create reports and manipulate data in response to customer requirements
- Convert user-developed content into workable Web pages
- Carry out server maintenance functions

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of twelve semester or eighteen quarter college level units in information systems, computer science or closely related field; or comparable vocational coursework in computer science or a closely related field.

Experience: Two years of experience performing duties comparable to an Assistant Information Technology Specialist with the Solano County Water Agency.

Substitution: One additional year of experience performing duties comparable to Assistant Information Technology Specialist at Solano County Water Agency may be substituted for the required education.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

License requirements may be waived at the discretion of the Agency.

PHYSICAL DEMANDS

Sit at desk for long periods of time in a standard office setting and use standard office equipment, including a computer; perform simple grasping and fine manipulation; finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, and to write and use keyboard to communicate through written means; vision to read printed materials and a computer screen and to distinguish between different colors; and hearing and speech to communicate in person and over the telephone. Positions in this classification kneel, stoop, crouch, stand, walk, sit, grasp and reach to perform work. May need to carry materials or objects over 50 pounds. The duties of the position require the ability to observe, talk, listen and operator a computer and telephone.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Established:

MONTHLY SALARY RANGE #36

DEFINITION

Under general direction plans, organizes and performs professional administrative, analytical and technical duties in supporting agency operations, programs, and/or services in a variety of areas such as fiscal operations, budgeting, risk management, human resources, staffing, organizational review, and insurance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager; may receive technical and functional supervision from a Senior Management Analyst. No direct supervision of staff is exercised.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Management Analyst series. This class is distinguished from the Assistant Management Analyst (entry-level) by the performance of the full range of tasks with greater independence under general supervision. This class is distinguished from the Senior Management Analyst (advanced-journey/lead level) in that the latter class is responsible for the performance of the most complex and difficult duties, and the provision of lead and advisory functions.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and conducts special management studies; gathers, researches, compiles, tabulates, and analyzes data.
- Prepares comprehensive written reports with recommendations and implementation procedures to Board of Directors and other advisory and policy bodies.
- Provides general administrative support, including: a) researching, gathering, and organizing information from Agency records or other sources, b) preparing and composing Agency correspondence and routine reports, and c) performing routine analyses.

Fiscal/budget responsibilities

- Participates in the compilation and preparation of the annual budget for the Agency, including assisting other staff with budget preparation, providing personnel cost projections, and estimated revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Reviews accounts payable and contract payments and forwards to management for signature.
- Reviews timesheets and calculates and processes payroll; tracks time off accruals and

ensures compliance with state and federal leave laws such as Family Medical Leave Act (FMLA)

- Allocates labor and overhead expenses to applicable project(s) and enters data into accounting system
- Assists with the preparation for the annual audit; responds to questions regarding Agency financials; reviews audited financial statements for accuracy
- Tracks and manages the Agency's CalPERS unfunded liability; works with auditors to complete valuations and disclose information in Agency financial statements
- Interprets, explains, and applies, general and governmental accounting and auditing principles, procedures, laws, and regulations
- Completes monthly bank reconciliations

Human Resources Responsibilities

- Administers the Department of Transportation (DOT) Drug and Alcohol Testing Program
- Plans, schedules and coordinates recruitment and examination strategies for a variety of job classifications; prepares and publishes recruitment announcements, places ads/job postings on relevant websites and publications; collect and screens applications
- Works with subject matter experts/hiring supervisors to develop employee selection instruments such as structured oral interview questions, writing exercises, and performance tests such as physical agility tests and job simulation tests
- Manages onboarding of all new employees; creates offer letters, determines pay range, coordinates appointments, meets with new hires to review hiring packets and all other onboarding materials
- Administers employee benefits, including retirement, health, dental, deferred compensation, long term care, flexible spending account, paid and unpaid leave, and short- and long-term disability; provides information to employees and answers questions; facilitates annual enrollment; provides recommendations regarding changes to existing benefits or addition of new benefits to management
- Administers all salary adjustments and bonuses
- Stays abreast of changes to employment laws; creates or revises Human Resources policies; updates employee handbook as necessary; creates Board action items, if needed; and distributes new or revised Human Resources policies to Agency employees.
- Provides assistance to staff in regards to job descriptions and salary estimates. Ensures positions are appropriate classified as FLSA exempt or non-exempt.
- Conducts position classification studies to determine appropriate duties, responsibilities and classification and allocation of positions

Risk Management Responsibilities

- Oversees and administers the Worker's Compensation program, ensuring accurate distribution and collection of all necessary forms and documents, arranging doctor's appointments, coordinating with insurance provider and third-party administrator, and creating and processing workers' compensation invoices
- Assists with administration of the Agency's safety programs; assigns safety training to new and existing staff, provides recommendations on safety training to be provided, coordinates staff trainings, manages hospital contracts for injuries and testing.
- Administers and manages the Agency's insurance program, including annual updates to all insurance policies, reporting of claims, and requesting and reviewing insurance certifications
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of public administration including the basic techniques of budgeting, administrative analysis and personnel administration
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to Agency operations.
- Basic principles, practices, and procedures of payroll administration.
- Cost accounting principles and systems.
- Practices and political implications of decisions regarding budgeting, fiscal management, human resources and risk management
- Techniques and practices of research methodology, data collection, and analysis;
- Principles and practices related to employee selection and advancement, classification and compensation, and equal employment opportunity
- Applicable Federal, State, and local ordinances, resolutions, and laws affecting financial operations and employment actions/decisions.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Collect, analyze, evaluate, and interpret complex information and data, including complex financial and statistical data; and prepare appropriate reports with recommendations in a clear and concise manner
- Understand accounting principles and concepts.
- Forecast revenues for the preparation of long and short-term financial plans and budget documents.
- Read, analyze, and interpret financial reports.
- Prepare clear and concise administrative, personnel, and financial reports.
- Interpret computer-generated data and reports.
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Research regulations, codes, and laws and develop financial and personnel policies that are easy to understand and apply
- Research procedures and/or technical reference materials.
- Establish and maintain a variety of files and records.
- Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university is required, preferably in business, public administration, human resources, or psychology with upper division course work in accounting, finance or closely related field; and

Two (2) years of professional level finance, human resources, risk management or administrative experience comparable to that of an Assistant Management Analyst with the Solano County Water Agency.

Advanced degree desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Established:

MONTHLY SALARY RANGE #39

DEFINITION

Under general supervision, performs professional engineering, water management, and flood management work; conducts field inspections and investigations of the Agency's systems and facilities; participates in scientific studies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Water Resources Engineer and/or the General Manager. No direct supervision of staff is exercised.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Water Resources Engineer series. This class is distinguished from the Assistant Water Resources Engineer (entry-level) by the performance of full range of duties in the field of water resources engineering. Assignments are technically diverse and difficult, and increasing independence of judgment is required. Less supervision is expected in this class compared to the Assistant level. This class is distinguished from the Senior Water Resources Engineer (advanced-journey/lead level) in that the Associate Engineer is usually assigned only to part of a major project or is responsible for all of a specific small-scale and/or routine project, whereas the Senior Engineer is responsible for managing major and/or complex capital projects and serves in an advisory/lead capacity to other professional staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Analyzes, designs, or assists in the design of simple to complex structures, water facilities and appurtenances.
- Acts as project manager on small-scale and/or routine construction projects; inspects construction and materials of engineered facilities for conformance with plans and specifications; prepares progress, construction and similar reports and estimates.
- Performs hydraulic calculations.
- Performs staff functions for various Agency committees.
- Assists in and performs a variety of skilled technical duties in the development, installation, modification, and maintenance of water management and water measurement instrumentation.
- Prepares manual and computerized written, oral, tabular, and graphic reports summarizing findings; presents findings orally.

- Receives and reviews invoices, applications, plans, scope of work, and/or cost schedules for contracted work and provides recommendations regarding approval.
- Prepares engineering drawings for Agency staff by utilizing surveying data collected in the field to generate topographic features, alignments, profiles, and cross-sections.
- Reviews the work of consultants on District projects, including the review of draft technical work; conducts periodic check-ins; responds to consultant questions.
- Responds to requests for information from government agencies, private entities, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, and standards related to hydraulics and hydrology.
- Engineering design and layout of civil facilities, as well as construction practices and construction management.
- Practices, techniques, tools, and equipment used in engineering field work and general construction.
- Principles, practices, procedures, and standards related to engineering infrastructure development and maintenance.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Federal, State, and local laws, regulatory codes, ordinances, and procedures related to construction, water management, and flood management.
- Effective communication techniques and public relations.
- Methods and techniques of effective technical report preparation and presentation.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Prepare, understand, and interpret basic to complex engineering construction plans, specifications, and other contract documents.
- Learn, interpret, apply, and explain technical written material and laws, codes, regulations, ordinances, and Agency engineering policies and procedures.
- Analyze water and flood control problems and develop proposed solutions.
- Read and understand basic technical drawings and specifications.
- Perform engineering design and planning using a variety of techniques.
- Perform mathematical and engineering computations with precision.
- Prepare and present clear, concise, and logical records, written and oral reports, correspondence, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, environmental engineering or other related engineering field; and

Two (2) years of experience in general water resources engineering, performing duties comparable to Assistant Water Resources Engineer at Solano County Water Agency.

Advanced degree desirable.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

Possession of registration as a Professional Engineer in the State of California.

License requirements may be waived at the discretion of the Agency.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform occasional physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring occasional walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and may be exposed to cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:

MONTHLY SALARY RANGE #36

DEFINITION

Under direct or general supervision develops, implements, and manages water management, water conservation, and habitat restoration/management projects; applies for, develops and administers grants; conducts field inspections and investigations of the Agency's systems and facilities; participates in scientific studies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Water Resources Engineer or from the Streamkeeper. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the journey-level class in the Water Resources Specialist series. This class is distinguished from the Assistant Water Resources Specialist (entry-level) by the performance of the full range of tasks in the field of water resources management, water conservation, grant administration, and habitat restoration/management. Assignments are technically diverse and difficult, and increasing independence of judgment is required. Less supervision is expected in this class compared to the Assistant level. This class is distinguished from the Senior Water Resources Specialist (advanced-journey/lead level) in that the latter has complex programmatic, analytical, and budgetary responsibilities and serves in an advisory/lead capacity to other professional staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and implements projects and programs, including but not limited to, water resources management, water conservation, and habitat restoration/management.
- Conducts research and collects data and prepares a variety of reports, as well as drafting maps, charts, diagrams, and tables using computer programs.
- Surveys, assesses, and reports baseline environmental conditions and wildlife at sites for project planning. Uses research, available data, and in field assessments and evaluations to define the current conditions of the site.
- Monitors project progress and success with site surveys and reports, and develops adaptive project plans as necessary.
- Researches, plans and writes grant/funding proposals including coordination with funding agencies and their criteria.

- Administers and monitors grants, ensuring compliance with grant requirements and schedule.
- Prepares reports required by grants including quarterly progress reports, annual reports, close-out reports and monitoring reports, financial reports and reimbursement requests with invoices
- Communicates with landowners, government and regulatory agencies, and other project stakeholders. Coordinate and facilitate meetings, and create meeting reports.
- Participates in project field meetings to solicit and coordinate activities going on simultaneously within the project site.
- Prepares and submits permit applications, permit amendments, extension applications, verification request forms, wildlife reports, and notice of exemptions required by assigned projects.
- Performs staff functions for various Agency committees.
- Attends various types of meetings, records minutes, prepares oral presentations and written reports, and presents findings.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, techniques, and tools used in water resources management, water conservation, and habitat restoration/management.
- Principles and practices of grant development and administration
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Effective communication techniques and public relations.
- Basic principles of plant science and physiology
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, mapping, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Develop and administer contracts for professional services in a public agency setting.
- Analyze water conservation and water resources problems and develop proposed solutions
- Understand and interpret basic to routine engineering construction plans, specifications, and other contract documents
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Conduct biological surveys
- Delineate wetlands and watersheds

- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a four-year college or university with major coursework in water conservation, water resources, environmental sciences, landscape architecture, planning, engineering, agriculture, biological sciences, natural resources, public policy or administration, or a related field; and

Two (2) years of experience in water and natural resources conservation planning or habitat restoration/management, including grant proposal preparation and/or administration.

Advanced degree desirable.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform medium physical work, operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification occasionally stoop, kneel, crouch, reach and climb to perform work and inspect work sites.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to uneven, slippery surfaces and moving objects and vehicles. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:

MONTHLY SALARY RANGE #26-30

(Assigned Salary Range based on License and Certifications)

DEFINITION

Under general supervision, perform a variety of skilled and semi-skilled duties in the areas of water management, flood management, water quality, habitat restoration/management, and watercraft inspection/decontamination functions; operates and maintains heavy equipment such as tractors, excavators and trucks; operates and maintains habitat restoration irrigation systems; performs stream gaging; assists in conducting field inspections and investigations of the Agency's systems and facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Supervising Water Resources Technician and/or from other supervisors and managers. No direct supervision of staff is exercised. Work assignment and training of interns may be performed.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Water Resources Technician series. Incumbents exercise discretion and independent judgment in performing the full range of routine and technical water resources activities. This class is distinguished from the Assistant Water Resources Technician (entry-level) by the performance of the full range of tasks in the areas of water management, flood management, water quality, habitat restoration/management, and watercraft inspection/decontamination functions. This class is distinguished from the Senior Water Resources Technician (advanced-journey/lead level) in that the latter has responsibility for providing lead direction to staff, serving in advisory capacity to staff, and performing the most technical and responsible Water Resources Technician activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs logistical planning and preparation to implement field work projects.
- Performs control of invasive water and land-based species; protects designated plants and trees from wild and domestic animals by creating plant/tree cages, electric fences and other defenses.
- Inspects boats for mussel contamination; decontaminates boats and engines; completes inspection and screening documents.
- Operates modern office equipment, including desktop and laptop computers and specialized software applications
- Enters and retrieves information from a database and monitors database activity.
- Schedules and instructs Cal Fire inmate crews.

- Designs, fabricates, welds equipment, tools, parts and hardware.
- Designs, purchases, installs, monitors, repairs, and applies irrigation
- Performs fence design, construction, and maintenance
- Operates and maintains water resource projects such as weed management and irrigation.
- Skillfully operates heavy equipment such as tractors, trucks and excavators; creates access through difficult and inaccessible terrain to allow restoration work.
- Performs or arranges for maintenance and repair of equipment, machinery, and vehicles. Maintains accurate records of repairs.
- Maintains accurate site equipment inventory and submits timely requests for needed supplies and equipment to ensure site is properly stocked.
- Performs stream gaging to measure streamflow.
- Maintains public relations along the creek; acquires signed agreements with landowners to allow private property access; discusses landowner concerns;
- Assists engineering staff in engineering projects by performing surveys and taking organic samples.
- Conducts field inspections, investigations, and monitoring and data gathering for the Agency's monitoring stations, water distribution systems and flood control facilities.
- Assists in project management of outsourced construction projects such as preparing contracts and scheduling work dates and task orders.
- Assists in channel maintenance by performing routine measurements and keeping records of stream flows.
- Provides training and assigns and reviews work of seasonal employees/interns
- Coordinates and/or participates in public outreach events such as festivals, boat shows, expositions to increase public awareness.
- Builds and maintains positive working relationships with co-workers, the public, employees of other agencies, and contractors using principles of effective customer service.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe practices for operation of heavy equipment.
- Basic use of power tools, hand tools and electrical equipment.
- General knowledge of vehicle and heavy equipment mechanics
- Streamflow and geomorphology.
- Control of weeds, invasive species, and wild and domestic animals.
- Native plants and animals in the riparian and woodland areas of Solano County.
- Soil erosion prevention practices and procedures.
- Effective communication techniques and public relations.
- Principles of safe work practices related to working in the field with heavy equipment, hand tools, and electrical equipment.
- Record keeping principles and procedures.
- Computer applications related to the work, particularly database applications and geographic information systems.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer services and dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.

Ability to:

- Operate heavy equipment such as tractors, trucks, and excavators on rough terrain.
- Perform basic maintenance on vehicles and small/heavy equipment
- Install heavy irrigation pipes and pumps.
- Wade into running water to take measurements.
- Operate a canoe and boat.
- Perform simple repair of equipment.
- Understand and interpret basic to routine engineering construction plans, specifications, and other contract documents.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Builds and maintains positive working relationships with co-workers, the public, employees of other agencies, and contractors using principles of effective customer service.

Education and Experience

Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade or possession of a GED; and

Two (2) years of experience operating heavy equipment such as tractors, trucks and/or excavators and performing water management, flood management, water quality, or watercraft inspection/decontamination duties, comparable to an Assistant Water Resources Technician.

Advanced degree desirable.

Required License:

Possession of an appropriate California driver's license and a satisfactory driving record

LICENSE AND CERTIFICATION INCENTIVE PAY

Two (2) Qualifying Licenses and Certifications qualify for incentive pay:

- Class A Driver's License
- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) with Right-of-way, Aquatic Weeds, or Landscape Maintenance from the California Department of Pesticide Regulation.

Possession of 1 = Range 28

Possession of 2 = Range 30

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform heavy physical work, operate heavy equipment, operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification frequently bend, stoop, kneel, crouch, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull heavy materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees mostly work in the field and are exposed to loud noise levels, dust, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Occurrence of poison oak, ticks, bees/wasps, snakes, and other possible hazards is prevalent in routine work environment. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be infrequently required to work on evenings, weekends, and holidays.

Established:

Revised:

MONTHLY SALARY RANGE: BOARD DETERMINES

DEFINITION

Under policy direction plans, organizes, and provides administrative direction and oversight for all Agency functions and activities. Reporting to the SCWA Board of Directors, the General Manager provides policy guidance and program evaluation to the Board and management staff; ensures that all regulatory and contractual requirements are met; facilitates provision of services to Agency residents and businesses; fosters cooperative working relationships with other governmental and regulatory agencies and various public and private groups; and performs related work as required

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors. Exercises direct supervision over Management and other Agency employees.

DISTINGUISHING CHARACTERISTICS

This is a single-position, executive management classification. The General Manager serves as the Chief Executive Officer of the Agency and is accountable for enforcement of all Federal, State, local, and Agency laws, rules, codes, and regulations, the conduct of all financial activities, the oversight of all engineering activities and the efficient and economical performance of the Agency's operations.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, administers, coordinates, and evaluates, either directly or through subordinate management and supervisory staff, the work of the Agency in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the Agency Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Agency Board of Directors and the Agency; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of capital and operational budgets for the Agency; authorizes, directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the Agency's financial condition and needs to the Board of Directors.
- Reviews and approves all engineering plans, specifications, and contracts.
- Advises the Agency Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-range plans for Agency service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future Agency needs.

- Oversees the administration, construction, use, and maintenance of all Agency facilities and equipment.
- Represents the Agency and the Board of Directors in meetings with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations; acts as the Agency liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and service provision by the Agency.
- Oversees the selection, training, professional development, and work evaluation of Agency staff; oversees the implementation of effective employee relations and related programs; and provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversees the maintenance of working and official Agency files.
- Ensures that the Board of Directors is kept informed of Agency functions, activities, and financial status and of legal, social, and economic issues affecting Agency activities.
- Monitors changes in laws, regulations, and technology that may affect Agency operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, methods, and technical requirements of water systems and related facilities and appurtenances.
- Principles, practices, and procedures of public administration.
- Functions, services, and funding sources of a public agency.
- Functions, authority, responsibilities, and limitations of the Agency's Board of Directors.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Principles and practices of public agency budget development and contract administration.
- Current social, political, and economic trends affecting Agency government and service provision.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the Agency.
- Work cooperatively with, provide staff support to, and implement the policies of the Agency Board of Directors.
- Develop and implement goals, objectives, policies, procedures, budgets, work standards, and internal controls.
- Oversee all Agency financial activities, including administering investments, the development and implementation of the Agency budget and the control of all expenditures and purchases.
- Oversee all Agency engineering activities and capital improvement projects.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent the Agency in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Direct the preparation of and preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, public policy, finance, engineering, or a field related to the work; and

Eight (8) years of professional experience in a water related industry which has included the planning, organizing and directing of operations and staff, with four (4) years of management experience in a municipal or other public agency setting. Experience in working with an elected Board of Directors or Board is highly desirable. Possession of a graduate degree and/or related certification(s) may substitute for up to two (2) years of the required experience. Experience in working with an elected Board of Directors or Board is highly desirable.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull necessary to perform job functions. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:

MONTHLY SALARY RANGE #53

DEFINITION

Under general direction, plans, develops, organizes, oversees, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to accounting, finance, human resources, risk management, information technology, and general administration; coordinates Board of Directors meetings, minutes, and agendas; coordinates assigned activities with other Agency staff, officials, outside agencies, and the public; fosters cooperative working relationships among departments and various community and regulatory agencies; provides complex, responsible, and confidential support to the General Manager and Assistant General Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager and Assistant General Manager. Exercises general direction and supervision over professional, technical, and clerical staff.

DISTINGUISHING CHARACTERISTICS

This is a management-level classification that oversees, directs, and participates in all activities related to accounting and finance, human resources, grant administration, budget development and maintenance, risk management, information technology, and general administration. This class provides assistance to the General Manager and Assistant General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees the staff and overall administrative function of the Agency; supervises staff performing general and accounting clerical duties, as well as technical and professional accounting, finance, human resources, risk management, and information technology duties.
- Assumes full management responsibility for all assigned programs, services, and activities; participates in the development and implementation of goals, objectives, policies, and priorities; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the General Manager.

- Directs and coordinates the work plan for the assigned functions; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Selects, develops, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services.
- Implements adopted administrative services strategic plans, policies, and standards.
- Manages human resources services and activities, including recruitment and selection, employee relations, compensation and benefits strategy development and administration, employee performance evaluation and recognition, worker's compensation, risk management, and payroll and benefits administration.
- Manages and participates in the development and administration of the Agency's annual budget; directs the forecast of additional funds for staffing, equipment, materials and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.
- Provides responsible staff assistance to the General Manager and Assistant General Manager; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies or procedures as appropriate.
- Provides information and assistance to the public; acts in liaison activities with other agencies and the general public.
- Oversees and personally performs the preparation of Board of Directors meeting agenda materials, documents and records actions of the Board, and takes minutes at Board meetings.
- Serves as Plan Administrator to the Retirement and OPEB plans and trusts by reviewing and approving changes including investment policy changes. Manages the investment of Agency reserve funds.
- Performs accounting functions as a back-up or in addition to administrative unit staff.
- Attends and participates in professional group meetings and serves on committees; stays abreast of new trends and innovations in the functional areas of assignment; researches emerging products and enhancements and their applicability to Agency needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Represents the Agency to the public, elected officials and outside agencies; explains and interprets divisional programs, policies, and activities; negotiates and resolves significant and controversial issues; interprets and explains relevant laws, regulations, and requirements.
- Monitors changes in laws, regulations, and technology that may affect Agency or divisional operations; implements policy and procedural changes as required.
- Informs the General Manager and Board of Directors regarding complex and changing federal and state laws and administrative regulations affecting the budget, financial operations, employment activities and overall operations of the Agency.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles, practices, and techniques of administrative services as they relate to the Agency, including general administration, human resources, risk management, information technology, and accounting functions.
- Governmental accounting principles and standards and financial analysis; internal controls and audit procedures; investments and public retirement systems including actuarial analysis; debt issuance and management; governmental purchasing procedures; budget development and management; claims and risk management; and information technology management.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Local, State, and Federal government structure and officials.
- Principles and practices of contract administration and evaluation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned divisions.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor a variety of programs and complex projects, on-time, and within budget.
- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Exercise initiative and sound judgment in resolving difficult and sensitive issues, including investigating, interviewing, negotiating, and providing alternative resolutions; maintain the confidentiality of sensitive information encountered during the course of work
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Effectively represent the division and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Demonstrate understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, diverse abilities, and sexual orientation of Agency staff and the community served.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in management, business or public administration, or a related field and seven (7) years of increasingly responsible administrative and financial experience including two (2) years of administrative supervisory or management experience, preferably in a municipal or special district setting.

Possession of a graduate degree and/or related certification(s) may substitute for up to two (2) years of required experience.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:



MONTHLY SALARY RANGE #58

DEFINITION

Under the direction of the General Manager and/or the Assistant General Manager , plans, organizes, directs and reviews the activities and operations of the Water Resources Engineering Division, including design, construction, operation and maintenance of flood control, water transmission, storage, and distribution facilities and related technical support activities; ensures reliable operation and maintenance of the Agency's water infrastructure; exercises full, functional management responsibility and oversight of assigned engineering projects and programs including department administration and capital project designs and to provide highly complex staff assistance to the Assistant General Manager and the General Manager; to collaborate and support Agency members and partner agencies on regional water supply, water quality, flood control, and other issues as they arise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager and Assistant General Manager. Exercises direct and indirect supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level class responsible for planning, organizing, and directing the activities and work of professional and technical staff engaged in the engineering design, construction, and inspection of the Agency's water delivery systems, flood management, and related facilities and appurtenances; oversees the inspection and coordination of the work of contractors engaged in the engineering design and the construction of the system's pipelines and facilities. This class is distinguished from the Supervising Water Resources Engineer in that it is responsible for the overall management of all Water Resources Engineering activities. This class is distinguished from the Assistant General Manager and General Manager in that the latter classes have overall administrative direction and oversight for all Agency functions and activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages engineering and construction activities of the Agency and performs engineering functions and construction management.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned function; recommends, within Agency policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Manages the development and administration of the Agency's budgets, including materials and supplies, contract services, specified capital improvement projects, and vehicle and equipment expenses; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the General Manager.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the General Manager; directs the implementation of improvements.
- Directs and works with staff and partner agencies to oversee operation and maintenance activities on the Agency's water delivery and flood management systems and infrastructure; resolves issues that arise; and coordinates activities with other Agency departments and external agencies.
- Directs and provides engineering and/or project management support for creek restoration activities.
- Develops and implements rehabilitation and betterment (R&B) plans for Agency's water delivery and flood management systems and infrastructure; develops timelines, budget, and planning schedules.
- Analyzes engineering plan design, specifications, and consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
- Oversees the development of consultant requests for proposals for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with Agency standards and specifications and time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Ensures that Agency operations meet all applicable laws, regulations, and Agency policies
- Administers water supply contracts with the US Bureau of Reclamation and the California Department of Water Resources.
- Fosters cooperative working relationships among departments, and with intergovernmental and regulatory agencies and various public and private groups
- Represents the Agency at meetings with local, State, and Federal agencies.
- Conducts, through subordinate levels or personally, field inspections and investigations of the Agency's systems and facilities, and data gathering.
- Oversees the work of staff and/or consultants involved in source water quality monitoring, including special studies.
- Analyzes the current state of Agency's water and flood management facilities and makes recommendations for improvements and maintenance.
- Analyzes the impact of other local, State, and Federal agencies' projects on the Agency and its purpose.
- Responds to complaints and inquiries regarding drainage and flooding from the general public and other agencies.
- Confers with and represents the Agency in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups, and the public.

- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Monitors changes in laws, regulations, and technology that may affect Agency operations; and implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides technical advice to the Agency's General Manager and the Board of Directors in Agency day-to-day operational matters.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff.
- Principles and practices of the development, operation, maintenance, and management of water delivery and flood control infrastructure.
- Principles and techniques of capital improvement design, construction, inspection, material testing, funding, and long-term maintenance of water resources infrastructure.
- Principles and practices of effective project management
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations and management, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and practices of budget development, administration, and accountability.
- Applicable Federal, State, and local laws, codes, ordinances, and regulations related to environmental impacts, contracting, stormwater pollution prevention.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Principles of safe work practices.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work, including word processing, database, computer aided design and drafting (CADD), geographic information systems (GIS), project management and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with vendors, contractors, governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Plan, organize, administer, coordinate, review, and evaluate comprehensive water systems and infrastructure.
- Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services.
- Organize and prioritize a wide array of projects in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
- Read and interpret plans, specifications, and diagrams used in the design and construction of water delivery and flood management systems and facilities.
- Lead, engage, and motivate supervisory, professional, and technical staff to perform at their highest possible level.
- Provide for the selection, training, development, and work evaluation of staff.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare and present clear, concise and logical written and oral reports, correspondence, and other written materials.
- Conduct effective negotiations and effectively represent the Agency in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in engineering, planning, agriculture, natural resources, or a field related to the work and;

Seven (7) years of increasingly responsible work experience in a water delivery and/or flood management control agency, including two (2) years of management and/or supervisory experience. Possession of a graduate degree and/or related certification(s) may substitute for up to two (2) years of required experience.

License and Certifications:

Possession of an appropriate California operator's license and a satisfactory driving record.
Possession of registration as a Professional Engineer in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or

radio. The job involves occasional fieldwork requiring walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach and climb to perform work and inspect work sites.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees occasionally work in the field and are exposed to hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:

MONTHLY SALARY RANGE #58

DEFINITION

Under the direction of the General Manager and/or the Assistant General Manager plans, organizes, directs and reviews the activities and operations of the Water Resources Division, including water management, water conservation, habitat conservation and restoration, water resource planning, and environmental compliance functions of the Agency; manages and participates in the development and implementation of goals, objectives, policies, and priorities for the Agency and for the Water Resources Division; oversees the planning, directing, administration, and evaluation of the Habitat Conservation Plan (HCP) as well as other biological, habitat, and environmental programs; identifying opportunities for improvement and reviewing with the Assistant General Manager and General Manager; directs the implementation of improvements; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Manager and Assistant General Manager. Exercises direct and indirect supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a management-level class responsible for planning, organizing, and directing the activities and work of professional and technical staff engaged in water management, water conservation, habitat conservation and restoration, water resource planning; and environmental compliance. This class is distinguished from the Supervising Water Resources Specialist in that it is expected to manage and accomplish the most complex and varied functions requiring the incumbents to perform with more efficiency, discretion, and decision-making autonomy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides project management of the Solano HCP, a 14-agency, State, and Federal government joint effort; writes technical documents, updates the Agency's HCP webpage, sets meetings and agendas, and provides general information to the public.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned function; recommends, within Agency policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages the development and administration of specific Agency budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.

- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the General Manager
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the General Manager; directs the implementation of improvements.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with Agency standards and specifications and time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Coordinates and runs meetings for regulatory agencies, such as the Department of Fish and Game, US Fish and Wildlife Service, and NOAA Fisheries.
- Coordinates and runs meetings for HCP stakeholders.
- Maintains environmental compliance for the Agency and the Lower Putah Creek Coordinating Committee.
- Keeps abreast of regulations, such as the California Endangered Species Act, California Environmental Quality Act, and Federal Endangered Species Act.
- Prepares and reviews required environmental reports for the Agency.
- Fosters cooperative working relationships among departments, and with intergovernmental and regulatory agencies and various public and private groups
- Oversees the preparation of requests for proposals, permits, and special studies, and manages consultant contracts for environmental and special studies for projects.
- Provides program management support to various environmental programs, projects, and contracts.
- Confers with and represents the Agency in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Monitors changes in laws, regulations, and technology that may affect Agency operations; and implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides technical advice to the Agency's General Manager and the Board of Directors in Agency day-to-day operational matters.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff.
- Practices, theories, methods, and techniques used in developing, planning, implementing, and evaluating environmental programs.

- Public agency budgetary, contract administration, administrative practices, and general principles of risk management.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations and management, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Applicable Federal, State, and local laws, codes, and regulations related to environmental impacts, contracting, stormwater pollution prevention.
- Effective communication techniques and public relations.
- Statistical analysis and technical report writing practices and procedures.
- Modern techniques and principles of effective negotiation.
- Basic principles of water distribution and other water-related systems.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Plan, develop, monitor, and implement an environmental compliance and conservation program.
- Recommend and implement goals, objectives, and practices for providing effective and efficient water resources services.
- Organize and prioritize a wide array of projects in an effective and timely manner; organize own work, set priorities, and meet critical deadlines
- Lead, engage, and motivate supervisory, professional, and technical personnel to perform at their highest possible level.
- Provide for the selection, training, development, and work evaluation of staff.
- Conduct effective negotiations and effectively represent the Agency in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Learn, interpret, apply, and explain technical written material and laws, codes, regulations, ordinances, and Agency policies and procedures.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent Agency policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in water resources, water conservation, natural resources, biological sciences, ecology, environmental sciences, planning, habitat restoration, or a related field and

Seven (7) years of progressively responsible experience in water and natural resources conservation and planning, monitoring, flood control, water distribution systems, or environmental compliance and permitting which includes as least two (2) years of management and/or supervisory experience. Possession of a graduate degree and/or related certification(s) may substitute for up to two (2) years of the required experience.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various sites, including traversing uneven terrain as well as accessing temporary or construction sites; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification, with regular need to stand and walk. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, crouch, kneel, reach, push and pull objects necessary to perform job functions, and lift and carry material and/or objects over 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:

**MONTHLY SALARY RANGE #51****DEFINITION**

Under general direction, plans, organizes, directs and reviews strategic policy and legislative affairs of the Agency, including the development and implementation of strategic initiatives in the Agency's water systems. Strategic initiatives include partnerships, regional collaboration, and water supply planning and protection; to develop and implement strategies at the local, state and federal level to protect the Agency's business interests; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager. Represents the Agency and its constituents on a variety of policy and legislative issues, with emphasis on the State Water Project (SWP).

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

This a single-position executive program management classification. The Policy and Legislative Affairs Manager duties are administrative and highly complex in nature, involving highly technical functions critical to the mission of the Agency.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Analyzes delta and statewide water policy development for opportunities and threats to Agency interests.
- Participates in governmental, stakeholder and science forums to protect and advocate for Agency interests.
- Monitors developments in water resources and fisheries science as it relates to policy matters.
- Strategizes the development of solutions for recommendation to the General Manager; assist in risk evaluation of possible options.
- Analyzes and prepares recommendations on State and Federal legislative initiatives and their impact on the Agency.
- Analyzes and prepares recommendations on State and Federal regulatory policy issues and mandates and their impact on the Agency.
- Represents the Agency in local, State and Federal legislative and regulatory proceedings to further the Agency's interests.

- Develops and maintains effective and cooperative relationships with external organizations with similar water interests.
- Represents the Agency with other water agencies and districts in the development of cooperative water resource management strategies designed to enhance, expand or protect the Agency's water capabilities.
- Represents the Agency in the coordination of the efforts of legal counsel and consultants to effectively protect the Agency's water rights, contracts, and entitlements against regulatory and legislative impacts.
- Maintains Agency relevance in current science and policy developments.
- Acts as the SWP policy representative to the State Department of Water Resources (DWR) and State Water Commission (SWC); negotiates resolution of conflicts.
- Protects the Agency constituent's interests through participation in meetings and discussion forums.
- Stays abreast of developments in water resources and fisheries science as it relates to policy matters.
- Maintains records of pertinent revelations and contacts.
- Produces written materials for a wide range of audiences.
- Maintains Agency integrity and presence in water resource and science forums.
- Participates in Agency Legislative Committee; works with Agency legislative advocates.
- Establishes and maintains liaison with various elected officials and community leaders
- Makes oral and written presentations to Agency Board of Directors and participating agencies, legislative representatives, SWC, Federal. State, local agencies, stakeholders, and the public.
- Responsible for the YBCS and SWP Program budgets .
- Continually assesses various proposals and policy/legislative trends affecting the Agency's source and quality of water supply.
- Reports relevant information and provides counsel to the General Manager regarding water resource policy development and implementation relative to achieving the Agency's goals.

QUALIFICATIONS

Knowledge of:

- The interaction of various Federal and State agencies relevant to water rights, water use and water regulation.
- Permit and licensing procedures for water
- Agency operations relative to various water rights, permits, licenses and obligations.
- Principles, practices, and methods used in effective negotiation and consensus building.
- Delta fisheries
- Local and State political trends
- Local and statewide water resources issues and management.
- Technical details of local and statewide water infrastructure
- State Water Project
- Env Regulatory Laws and Enforcement, including CEQA/NEPA
- Legislative Process
- Public Contracting Code

Ability to:

- Facilitate discussions, brainstorming sessions and meetings effectively.
- Anticipate and assess opportunities and problems and develop effective contingency and action plans.
- Read and understand complex documents, agreements, contracts, plans, maps, and drawings.
- Make presentations to large and small groups.
- Formulate and express strategic plans clearly and concisely.
- Operate a computer using word processing, business software and other office equipment.
- Exercise independent judgment.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Agency policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Effectively represent the Agency in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, and other written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a four-year college or university in Engineering, Natural Resource Management, Public Administration, Political Science or related field; and

Six years of increasingly responsible experience in a public sector water system involving the development of strategic policies and procedures in response to legislation and regulatory requirements. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Sits at desk or in meetings for long periods of time in a standard office setting and uses standard office equipment, including a computer; performs simple grasping and fine manipulation; finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, and to write and use keyboard to communicate through written means; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Positions in this classification kneel, stoop, crouch, stand, walk, sit, grasp and reach to perform work. May need to carry materials or objects over 20 pounds. The duties of the position require the ability to observe, talk, listen and operator a computer and telephone.

ENVIRONMENTAL ELEMENTS

Work is mainly performed in a normal office and meeting room environments with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives. The position requires the ability to travel on Agency business.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Established:

MONTHLY SALARY RANGE #42

DEFINITION

Under general direction, performs the most complex and advanced financial accounting and reporting functions of the Agency; monitors and develops accounting systems; identifies problems and takes corrective action; collects and analyzes financial information; plans and assigns the work of and serves in an advisory capacity to lower-level professional staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise direct supervision over professional and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced-journey level/lead classification in the accounting series responsible for performing the most complex work in assigned area of responsibility. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions rely on experience and judgment to perform professional analytical and program management functions. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from lower-level classes of Assistant Accountant and Associate Accountant by the performance of the most complex and difficult accounting duties, and the provision of direct, lead, and advisory functions over lower-level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to assigned program area; trains staff in work procedures; provides policy guidance and interpretation; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion processes.
- Designs, analyzes, implements and maintains procedures and policies to regulate departmental accounting systems.
- Plans, prioritizes, assigns and reviews the work of other professional accounting staff.
- Provides direction, training and evaluation to clerical staff.
- Directs and prepares the Agency's annual budget.
- Recommends and assists in the implementation of goals and objectives; evaluates operations and activities of assigned responsibilities and recommends improvements.

- Directs the compilation of complex periodic financial statements, as well as expenditure, revenue and cost accounting reports for federal, state and other regulatory agencies.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of Agency.
- Reconciles and advises others on reconciling a variety of grants and budget documents for which fiscal reports must be prepared.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action.
- Directs annual audits by ensuring that all requested information is provided; reviews audited financial statements for accuracy.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, and methods of governmental accounting, auditing and fiscal management, and their application to Agency operations.
- Principles of supervision and training
- Principles and practices of budget preparation and administration.
- Basic principles, practices, and procedures of payroll administration.
- Cost accounting principles and systems.
- Interrelationship of data processing and accounting and financial operations and activities.
- Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
- Relevant computer software and applications related to finance and accounting operations, including report development.
- Applicable Federal, State, and local ordinances, resolutions, and laws affecting financial operations.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Organize, implement and direct assigned accounting operations and activities.
- Understand, interpret and explain accounting principles and concepts.
- Recommend hiring of, assign and review work of, and train lower-level staff.
- Forecast revenues for the preparation of long and short-term financial plans and budget documents.
- Read, analyze, and interpret financial reports.
- Prepare clear and concise administrative and financial reports.
- Interpret computer-generated data and reports.
- Develop and monitor large and complex budgets.
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations, and pertinent Agency policies and procedures.

- Develop and recommend policies and procedures related to assigned operations.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others.
- Prepare fiscal procedures.
- Research regulations, procedures and/or technical reference materials.
- Direct the establishment and maintenance of a variety of files and records.
- Operate modern office equipment, including computer equipment and relevant database, spreadsheet, and graphics software applications programs; train others in usage of same.
- Use English effectively to communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Bachelor's degree from an accredited college or university in accounting, finance, or public administration, and

Four (4) years of increasingly responsible experience in professional governmental accounting Performing duties similar that of an Associate Accountant with the Solano County Water Agency. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with distressed staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Established:

MONTHLY SALARY RANGE #42

DEFINITION

Under general direction plans, performs the most complex and advanced professional administrative and analytical duties in supporting agency operations, programs, and/or services in a variety of areas such as fiscal operations, budgeting, risk management, human resources, and organizational review; identifies and develops new programs; plans and assigns the work of others and serves in an advisory capacity to lower-level professional staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise direct supervision over professional, technical, and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey/lead level class in the professional Management Analyst series responsible for performing the most complex work in assigned area of responsibility. Incumbents in this classification perform specialized and advanced functions in support of the fiscal, budgeting, risk management, human resources, and organizational review functions of the Agency. Successful performance of the work requires an extensive professional background as well as skills in project management, analytical skills, and the ability to direct subordinate staff. This class is distinguished from the lower-level class of Associate Management Analyst by the performance of the most complex and difficult duties, and the provision of direct, lead, and advisory functions over lower-level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to assigned program area; trains staff in work procedures; provides policy guidance and interpretation; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion processes.
- Acts as a lead on assigned project(s) with responsibility for overall planning, organization, coordination, and evaluation efforts.
- Develops and recommends the adoption of improved management practices through research and analysis.
- Identifies, develops, and implements new programs within one or more of the assigned areas.

Fiscal/budget responsibilities

- Directs and prepares the Agency's annual budget.
- Oversees and monitors complex special program accounts, including grant programs, special assessments, capital projects, internal service and enterprise funds on an Agency-wide basis. Conducts research and provides recommendations for improvement of processes and/or increased revenue.
- Conducts complex financial studies, analysis and prepares summary reports, spreadsheets, and charts; presents data in an easy-to-understand format to the Manager of Administrative Services, General Manager, Board of Directors, and the public.
- Assists project managers and management in projecting costs and revenues associated with long-term projects

Human Resources Responsibilities

- Conducts classification studies of a complex nature which may impact the organizational structure of a department, involves positions within a series of classifications or working titles, and emphasizes different qualifying patterns; analyzes the duties of new positions and recommends appropriate job classification or restructuring; prepares summary reports of findings and recommendations
- Conducts recruitments for executive level or other hard to recruit for positions and designs complex employee selection tools
- Formulates or assists in developing compensation plans, including appropriate step and range intervals; compare Agency job content with job content at comparable agencies to determine the labor market wage for Agency jobs.
- Assists supervisors with the development of new human resources programs and procedures relating to recruitment, examination, classification, and related fields.
- Administers and negotiates employee benefits, including changes to benefit plans and rates. Researches and recommends new benefit programs.
- Acts as a subject matter specialist and team leader to other professional staff in such areas of activity as test development and analysis, classification, complaint investigation, Americans with Disabilities Act.
- Advises supervisors and managers on employee relations matters and assists in the resolution/facilitation of conflicts
- Conducts complex investigations related to disciplinary matters or discrimination complaints
- Develops or coordinates training programs; may act as the Agency's representative to training consortiums; prepares and administers training contracts.

Risk Management Responsibilities

- Researches changes to Workers' Compensation laws and ensures compliance. Tracks and researches Workers' Compensation incidents and develops recommendations to reduce incidents. Develops and implements alternatives such as light duty or alternate assignments to reduce costs related to Worker's Compensation.
- Coordinates, oversees, and provides guidance to supervisors and managers on safety program development and implementation, and on identifying, evaluating, eliminating, or reducing risks.
- Develops systems, procedures, policies, and programs to reduce risk exposure and develops accident prevention programs.
- Prepares insurance specifications; reviews bids and recommends policy purchases; renegotiates or arranges for renegotiation of coverage's when appropriate.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and techniques of public administration including the advanced techniques of budgeting, administrative analysis and personnel administration
- Principles and practices of program administration and advanced project management and work flow analysis.
- Program and budget development, implementation, administration, and evaluation.
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to Agency operations.
- Principles and practices of comprehensive risk management including loss prevention, control, and the financing and insuring of risk.
- Principles and practices of statistical analysis and research
- Practices and political implications of decisions regarding budgeting, fiscal management, human resources and risk management
- Techniques and practices of research methodology, data collection, and analysis;
- Principles and practices related to employee selection and advancement, classification and compensation, and equal employment opportunity
- Applicable Federal, State, and local ordinances, resolutions, and laws affecting financial operations and employment actions/decisions.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.
- Principles of supervision and training.

Ability to:

- Organize, plan, schedule, and implement operations; implement analytical and administrative projects related to area of assignment.
- Collect, analyze, evaluate, and interpret complex information and data, including complex financial and statistical data; and prepare appropriate reports with recommendations in a clear and concise manner
- Assign and review work of and train lower-level staff
- Exercise initiative and sound judgment in resolving difficult and sensitive issues, including investigating, interviewing, negotiating, and providing alternative resolutions; maintain the confidentiality of sensitive information encountered during the course of work
- Forecast revenues and expenses for long and short-term financial plans and long-term projects.
- Gain cooperation through discussion and persuasion.
- Prepare clear and concise administrative, personnel, and financial reports.
- Interpret computer-generated data and reports.
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations.

- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research regulations, codes, and laws and develop financial and personnel policies that are easy to understand and apply
- Research procedures and/or technical reference materials.
- Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree from an accredited college or university is required, preferably in business, public administration, human resources, or psychology with upper division course work in accounting, finance or closely related field.

Experience: Four (4) years of increasingly responsible finance, human resources, risk management or administrative experience performing duties similar to that of an Associate Management Analyst with the Solano County Water Agency. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Established:

MONTHLY SALARY RANGE #45

DEFINITION

Under general direction, performs and manages engineering, water management, flood management, and water quality projects; assists the Manager of Engineering and Supervising Water Resources Engineer in duties related to water quality, surveying and drafting, and engineering design and construction of Agency facilities and systems; directs and oversees the work of staff on projects, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is the advanced journey/lead level class in the Water Resources Engineer series responsible for the most complex duties related to water resources engineering. Successful performance of the work requires an extensive professional background as well as skills in project management and budget preparation and administration, coordinating work with other Agency employees and consultants, as well as dealing with the public. This class is distinguished from Associate Engineer (journey-level) in that the Associate Engineer is usually assigned only to part of a major project or is responsible for all of a specific small-scale and/or routine project, whereas the Senior Engineer is responsible for managing major and/or complex capital projects and the provision of direct, lead, and advisory functions over lower-level staff. This class is distinguished from Supervising Water Resources Engineer in that the latter is the full supervisory level within the professional engineering series.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to assigned program area; trains staff in work procedures; provides policy guidance and interpretation; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion processes.
- Independently serves as project manager for a broad range of infrastructure design and construction projects, including large, complex capital improvement projects with external consultants and/or vendors.
- Reviews, negotiates, develops, and administers contracts with external consultants and vendors; develops and reviews contract scope of work, prepares and monitors project

- budgets, reviews contract invoices, responds to arising problems and questions, and meets with consultants on a regular basis.
- Serves as the point-person for water accounting for Solano Project and State Water Project water supplies, to ensure that water supplies are optimized.
 - Designs and oversees the design of structures, water facilities, and appurtenances.
 - Performs hydraulic calculations and reviews the hydraulic calculations of others.
 - Performs staff functions for various Agency committees; represents the Agency on various Board and external committees and meetings related to the operations and maintenance of the State Water Project and North Bay Aqueduct.
 - Performs a variety of skilled technical duties in the development, installation, modification, and maintenance of water management and water measurement infrastructure and instrumentation; corresponds with vendors regarding new instruments and/or problems with existing instruments.
 - Manages and analyzes data from measuring devices, including quality assurance and quality checking, validating, plotting, and filing.
 - Prepares manual and computerized written, oral, tabular, and graphic reports summarizing findings; presents findings orally.
 - Interacts with the public and with various affiliate committees and local governmental agencies and responds to public inquiries.
 - Working closely with contractors and vendors, participates in and manages various complex engineering projects, including field inspections and investigations of the Agency's systems and facilities and producing project drawings and plans.
 - Prepares engineering drawings for Agency staff by utilizing surveying data collected in the field to generate topographic features, alignments, profiles, and cross-sections.
 - Represents the Agency at meetings, public partnerships, or other meetings in which the Agency participates.
 - Plans and schedules work, assigns tasks and monitors the work of others on specific projects.
 - Reviews and provides input on calculations, specifications, etc., prepared by lower level staff for engineering projects.
 - Responds to technical questions from District staff and serves in an advisory role on technical matters.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Engineering design and layout of civil facilities, as well as construction practices and construction management.
- Principles, practices, procedures, and standards related to hydraulics and hydrology.
- Principles, practices, procedures, and standards related to engineering infrastructure development and maintenance
- Principles, practices, procedures, and standards related to engineering infrastructure development and maintenance as well as construction management.

- Principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.
- Principles and practices of public contracting and procurement.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Effective communication techniques and public relations.
- Methods and techniques of effective technical report preparation and presentation.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Prepare, understand, and interpret complex engineering construction plans, specifications, and other contract documents.
- Develop, negotiate, and administer contracts for professional services and construction in a public agency setting.
- Interpret, apply, and explain technical written material and laws, codes, regulations, ordinances, and Agency engineering policies and procedures.
- Read and understand complex technical drawings and specifications.
- Perform and oversee engineering design and planning using a variety of techniques.
- Perform mathematical and engineering computations with precision.
- Prepare and present clear, concise, and logical records, written and oral reports, correspondence, and other written materials.
- Manage, organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and the work of others; set priorities for self, for projects, and for project team members; take action to keep projects on schedule and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, environmental engineering, or other related engineering field.

Four (4) years of experience in general water resources engineering, including the management of design and construction projects. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.
Possession of registration as a Professional Engineer in the State of California.

License requirements may be waived at the discretion of the Agency.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform occasional physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring occasional walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and may be exposed to cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:

SENIOR WATER RESOURCES TECHNICIAN
FLSA: Non-Exempt

MONTHLY SALARY RANGE #32-36

(Assigned Salary Range based on License and Certifications)

DEFINITION

Under general direction, performs the most complex and advanced skilled and semi-skilled water management, flood management, water quality, habitat restoration/management, and watercraft inspection/decontamination functions; operates and maintains heavy equipment such as tractors, excavators and trucks; operates and maintains habitat restoration irrigation systems; performs stream gaging; assists in conducting field inspections and investigations of the Agency's systems and facilities; plans and assigns the work of and serves in an advisory capacity to lower level technical staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise direct supervision over technical and support staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and/or lead level classification in the Water Resources Technician series. Incumbents in this classification perform specialized and advanced functions in support of water management, flood management, water quality, habitat restoration, and watercraft inspection/decontamination. This class is distinguished from the class of Associate Water Resources Technician by the performance of the most complex and difficult duties, and the provision of direct, lead, and advisory functions over lower-level staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to assigned program area; trains staff in work procedures; provides policy guidance and interpretation; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion processes.
- Performs logistical planning, preparation, and coordination to implement complex habitat restoration projects.
- Designs, purchases, installs, monitors, repairs and applies irrigation through designated sites in the creek area.
- Instructs others in the operation of and skillfully operates heavy equipment such as tractors, trucks and excavators.
- Plans, prioritizes, assigns and reviews the work of other technicians.
- Diagnoses and troubleshoots failures in mechanical, hydraulic, and electrical systems
- Performs control of invasive water and land-based species; protects designated plants and trees from wild and domestic animals by creating plant/tree cages, electric fences and other defenses.

- Monitors, maintains and transplants multiple plant test-plot sites; tests various soil amendments and soil conditions; meets, discusses and plans alternatives with soil scientists and biologists.
- Schedules and instructs CalFire inmate crews to cut trees in the riparian zone and forest when needed to create flood plains and planting zones.
- Creates burn schedules; checks with the California Air Resources Board for allowed burn days; requests days needed from California Department of Forestry and Fire Protection (CDF) to be on site; contacts fire departments, sheriff and landowners to give notice; arranges necessary equipment.
- Oversees the shop where supplies, equipment and tools are stored; makes sure the shop is cleaned and maintained in accordance with OSHA requirements; works with agencies that share the space as needed (Solano Irrigation District dam operations and the fire department's adjoining fire station).
- Performs stream gaging to measure streamflow.
- Assists engineering staff in engineering projects, including surveying, site plan development and field inspections
- Conducts field inspections, investigations, and monitoring and data gathering for the Agency's monitoring stations, water distribution systems and flood control facilities.
- Assists in project management of outsourced construction projects such as preparing contracts and scheduling work dates and task orders.
- Assists with volunteer events throughout the year to schedule planting, nursery or creek restoration work to coincide with needed equipment and personnel.
- Assists in flood monitoring and channel maintenance by performing routine measurements and keeping records of stream flows.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs hiring, training, scheduling, assigning and reviewing the work of paid interns.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Safe practices for operation of heavy equipment.
- Basic use and repair of power tools, hand tools and electrical equipment.
- Streamflow and geomorphology.
- Control of weeds, invasive species, and wild and domestic animals.
- Native plants and animals in the riparian and woodland areas of Solano County.
- Soil erosion prevention practices and procedures.
- Effective communication techniques and public relations.
- Safety principles and practices.
- Record keeping principles and procedures.
- Computer applications related to the work, particularly database applications and geographic information systems.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer services and dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.
- As assigned, principles of lead direction of employees.

Ability to:

- Operate heavy equipment on rough terrain.
- Install heavy irrigation pipes and pumps.
- Wade into running water to take measurements.
- Operate a canoe and boat.
- Perform simple repair of equipment.
- Understand and interpret basic to routine engineering construction plans, specifications, and other contract documents.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Builds and maintains positive working relationships with co-workers, the public, employees of other agencies, and contractors using principles of effective customer service.
- Assign and review work of and train lower-level staff.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade or possession of a GED

Four (4) years of experience operating heavy equipment such as tractors, trucks and/or excavators, and performing water management, flood management, water quality or habitat restoration/management. Possession of a graduate degree and/or related certification(s) may substitute for up to two (2) years of the required experience.

Required License:

Possession of an appropriate California driver's license and a satisfactory driving record

LICENSE AND CERTIFICATION INCENTIVE PAY

Two (2) Qualifying Licenses and Certifications qualify for incentive pay:

- Class A Driver's License
- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) with Right-of-way, Aquatic Weeds, or Landscape Maintenance from the California Department of Pesticide Regulation.

Possession of 1 = Range 34
Possession of 2 = Range 36

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform heavy physical work, operate heavy equipment, operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification frequently bend, stoop, kneel, crouch reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull heavy materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees mostly work in the field and are exposed to loud noise levels, dust, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Occurrence of poison oak, ticks, bees/wasps, snakes, and other possible hazards is prevalent in routine work environment. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be infrequently required to work on evenings, weekends, and holidays.

Established:

Revised:

MONTHLY SALARY RANGE #42

DEFINITION

Under general direction, manages the more complex projects related to water management, water conservation, and habitat restoration/management and is responsible for applying for, administering, and managing complex grants involving multiple funding sources with varying requirements and/or multiple service providers; directs and oversees the work of staff on projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise direct supervision over professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey/lead level class in the Water Resources Specialist series responsible for the most complex duties related to water resources management and conservation. Successful performance of the work requires an extensive professional background as well as skills in project management and budget preparation and administration, coordinating work with other Agency employees and consultants, as well as dealing with the public. This class is distinguished from Associate Water Resources Specialist (journey-level) in that the Associate Water Resources Specialist is usually assigned only to part of a major project or is responsible for all of a specific small-scale and/or routine project, whereas the Senior Water Resources Specialist is responsible for managing major and/or complex projects, and the provision of direct, lead, and advisory functions over lower-level staff. This class is distinguished from Supervising Water Resources Specialist in that the latter is the full supervisory level within the professional engineering series.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to assigned program area; trains staff in work procedures; provides policy guidance and interpretation; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion processes.
- Develops and plans complex projects involving multiple funding sources and/or partnering and collaborating with other agencies for mutual benefit.
- Oversees the work of others in researching, planning, and writing grant/funding proposals including coordination with funding agencies and their criteria.

- Administers and monitors complex grants including multiple funding sources and/or multiple service providers, ensuring compliance with grant requirements and schedule.
- Prepares reports required by grants including quarterly progress reports, annual reports, close-out and monitoring reports, financial reports, and reimbursement requests with invoices.
- Ensures compliance to safety policies, procedures and practices.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Practices, theories, methods, and techniques used in the design, administration, and evaluation of water and natural resources conservation programs.
- Principles and practices of budgeting.
- Principles and methods in writing persuasive and technical grant proposals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Communication techniques for giving effective presentations.
- Effective communication techniques for both governmental and public relations.
- Safety principles and practices.
- Principles and practices of basic leadership, hiring, and training large groups.
- Modern office practices, methods, and computer equipment.
- Proficiency in computer applications related to the work, including word processing, and graphic formatting, excel database, power point and other applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques and customer service for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.

Ability to:

- Research, assemble, and document data applicable to water resources, environmental, and conservation programs.
- Develop and administer contracts for professional services in a public agency setting.
- Develop project specifications, timelines, and budgets.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent Agency policies and procedures to both seasonal staff and external contacts.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Exercise tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in water conservation, water resources, environmental sciences, landscape architecture, planning, natural resources, engineering, agriculture, biological sciences, public policy or administration, or a related field.

Four (4) years of progressively responsible experience in water and natural resources conservation planning or habitat restoration/management, including grant proposal preparation and/or administration. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally stoop, kneel, crouch reach, and climb to perform work and inspect work sites.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:

MONTHLY SALARY RANGE #51

DEFINITION

Under general direction, plans, organizes, directs and coordinates the work of a team of engineers and other technical staff; supervises and reviews the duties of professional and other staff engaged in engineering work related to surveying and drafting and the planning, design, development, modification, construction, and maintenance of Agency facilities and systems; performs a variety of technical tasks relative to assigned area of responsibility; represents the Agency before official bodies, regulatory agencies, subcontractors and the general public; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager of Engineering. Exercises direct supervision over assigned professional and technical staff.

CLASS CHARACTERISTICS

This is a working first-line supervisory class in the professional engineering series. Individuals in this class are usually project engineers and have major responsibilities for system operation and management involving the supervision of other professional engineers. This class is distinguished from Senior Engineer (advanced journey-level) in that the Supervising Engineer class includes full supervisory responsibilities. This class is distinguished from Manager of Engineering in that the latter has overall responsibility for management of the Engineering Division and for the or the agency-wide Capital Improvement Program.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises, plans, organizes, assigns and reviews work of lower-level professional, engineering and other technical staff.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to develop skills and correct deficiencies; evaluates employee performance; implements discipline procedures.
- Participates in selection of contractors, monitoring progress, negotiating and issuing change orders and progress payments, and related matters.
- Plans, organizes, and reviews or performs the design and preparation of plans, drawings, specifications and estimates in connection with the construction, maintenance or operations of flood control, water supply, or water distribution facilities and control systems.
- Coordinates and participates in the total planning and design of assigned projects, including development and evaluation of alternatives and operational scenarios, rights of way,

environmental requirements, permits, agreements, and preparation of final plans and specifications.

- Acts as project manager on engineering projects; directs the work of lower-level engineers and technicians; directs project inspections and monitors progress; coordinates project activities and mediates problems; prepares or coordinates various project reports and documents.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for assigned section activities; implements policies and procedures.
- Participates in budget preparation and administration; prepare cost estimates for budget recommendations; submits justifications for staff, supplies, materials and equipment; monitors and controls expenditure.
- Performs other duties as assigned.

When assigned to instrumentation and control systems

- Oversees and participates in the overall purchase, design, management, planning, operation, programming, integration, maintenance, repair, installation and modification of all Agency control systems and peripherals, and associated communication hardware and software
- Manages the Agency's flow network by identifying new locations and overseeing and performing the design and installation of new locations, by the development of flow rating curves, and directing the collection of regular flow measurements to ensure the required accuracy is being met.

QUALIFICATIONS

Knowledge of:

- Principles of effective supervision and leadership, training, and performance management
- Principles of budget development and monitoring
- Principles, practices, procedures, and standards related to hydraulics and hydrology.
- Principles and practices of effective project management and contract administration.
- Principles and practices of public contracting and procurement.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Effective communication techniques and public relations.
- Methods and techniques of effective technical report preparation and presentation.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, spreadsheet applications, and CAD and GIS applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Organize implement and direct assigned section operations/activities.

- Effectively select, train, supervise, motivate, develop, and evaluate employees
- Effectively manage large-scale and/or complex engineering/control systems projects, studies and contracted services.
- Prepare, understand, and interpret complex engineering construction plans, specifications, and other contract documents.
- Develop, negotiate, and administer contracts for professional services and construction in a public agency setting.
- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Interpret, apply, and explain technical written material and laws, codes, regulations, ordinances, and Agency engineering policies and procedures.
- Read and understand complex technical drawings and specifications.
- Perform and oversee engineering design and planning using a variety of techniques.
- Perform mathematical and engineering computations with precision.
- Prepare and present clear, concise, and logical records, written and oral reports, correspondence, and other written materials.
- Manage, organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and the work of others; set priorities for self, for projects, and for project team members; take action to keep projects on schedule and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

When assigned to construction projects

Knowledge of:

- Advanced principles and practices of civil engineering as applied to water systems and facilities, including planning, design, construction, or water quality
- Engineering design and layout of civil facilities, as well as construction practices and construction management.
- Principles, practices, procedures, and standards related to engineering infrastructure development and maintenance as well as construction management.
- Principles and practices of capital improvement program budgeting, cost estimation, and funding.

When assigned to instrumentation and control systems

Knowledge of:

- Advanced principles and practices of control and electrical systems engineering as applied to a water agency, including electrical and circuitry principles and practices.
- Principles and practices of control systems network administration.
- Operational characteristics of local area networks and supporting platforms.
- Electrical and electronic system methods, materials and equipment

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, environmental engineering, electrical engineering, or other related engineering field

Six (6) years of increasingly responsible experience in civil or control systems engineering work related to water systems and facilities, including the management of design and construction projects and one year of experience leading and directing the work of others. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.
Possession of registration as a Professional Engineer in the State of California.

License requirements may be waived at the discretion of the Agency.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform occasional physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring occasional walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and may be exposed to cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Established:

MONTHLY SALARY RANGE #48

DEFINITION

Under general direction, plans, organizes, directs and coordinates the work of a team of water resources professionals; supervises and reviews the duties of professional and other staff assigned in water resources work; oversees and completes complex water resources, water conservation, water quality and environmental projects; plans, administers, and evaluates biological, habitat, water resources, and environmental programs; provides environmental compliance and permits; manages the endangered species conservation program; and performs related work as required. Exercises supervision over professional and technical staff in assigned areas. Performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager of Water Resources and/or the Assistant General Manager. Exercises direct supervision over assigned professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is a working first-line supervisory class in the professional Water Resources Specialist series. Incumbents usually have major responsibilities for the management of major Agency projects such as the Solano Habitat Conservation Plan (HCP) as well as the environmental compliance and permitting for the Agency's projects involving the supervision of other professional staff. This class is distinguished from the Senior Water Resources Specialist in that the Supervising Water Resources Specialist class includes full supervisory responsibilities. This class is distinguished from the Manager of Water Resources in that the latter has overall responsibility for management of the Water Resources Division, including budget and strategic planning for the Agency.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises, plans, organizes, assigns and reviews work of lower-level professional, water resources and other technical staff.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to develop skills and correct deficiencies; evaluates employee performance; implements discipline procedures.
- Manages contracts and consultants, and oversees the preparation for proposals and permits.
- Coordinates and runs meetings for regulatory agencies on Agency projects.
- Maintains environmental compliance for Agency and Lower Putah Creek Coordinating Committee.
- Prepares and reviews required environmental documents for the Agency.

- Provides program management support to various e programs, projects, and studies.
- Conducts field inspections, investigations, and data gathering.
- Prepares complex reports and correspondence.
- Analyzes water and flood control facilities.
- Ensures compliance with safety policies, procedures and practices.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for assigned section activities; implements policies and procedures.
- Participates in budget preparation and administration; prepare cost estimates for budget recommendations; submits justifications for staff, supplies, materials and equipment; monitors and controls expenditure.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development implementation, and evaluation, and project management.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of effective supervision and leadership, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Practices, theories, methods, and techniques used in design, administration, and evaluation of water and natural resources conservation programs.
- Principles and practices of budgeting and grant writing.
- Applicable Federal, State, and local laws, and regulatory codes.
- Effective communication techniques and public relations.
- Statistical analysis and technical report writing practices and procedures.
- Modern techniques and principles of effective negotiation.
- Principles and practices of public contracting and procurement
- Basic principles of water distribution and other water-related systems.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Plan, develop, monitor, and implement an environmental compliance and conservation program.
- Organize, implement, and direct assigned section operations/activities
- Conduct research, assemble, and document data applicable to water resources, environmental, and conservation programs.
- Develop and administer contracts for professional services in a public agency setting.

- Develop project specifications, timelines, and budgets.
- Prepare and present clear, concise and logical written and oral reports, correspondence, and other written materials.
- Communicate effectively, tactfully, and persuasively, both orally and in writing, with dischargers, other Agency personnel, regulatory agencies, commercial and industrial establishments, and the general public.
- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Learn, interpret, apply, and explain technical written material and laws, codes, regulations, ordinances, and Agency policies and procedures.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent Agency policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in water resources, water conservation, natural resources, biological sciences, , environmental sciences, planning, natural resources, engineering, agriculture, public policy or administration, or a related field

Six (6) years of progressively responsible experience in water and natural resources conservation planning and monitoring, habitat restoration/management, flood control, water distribution systems planning and management, or environmental compliance and permitting which includes at least one (1) year of experience leading and directing the work of others. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various sites, including traversing uneven terrain as well as accessing temporary or construction sites; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification. Finger dexterity is needed to access, enter and retrieve data using

a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull necessary to perform job functions, lift materials and/or object over 20 pounds, and carry materials and/or objects over 20 pounds; frequently stands for long periods of time and walks.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Revised:



MONTHLY SALARY RANGE #38-42
(Assigned Salary Range based on License and Certifications)

DEFINITION

Under general direction, plans, organizes, directs and coordinates the work of employees responsible for a variety of skilled and semi-skilled maintenance work in the areas of water management, habitat restoration/management, land management and restoration, and fleet/equipment maintenance and operation; supervises and reviews the duties of technical staff assigned in water resources work; oversees the Agency's safety program; ensures required permits are obtained and that work complies with permits; performs a variety of complex technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager of Water Resources and/or the Assistant General Manager. Exercises direct supervision over assigned technical and seasonal staff.

DISTINGUISHING CHARACTERISTICS

This is a working first-line supervisory class in the Water Resources Technician series. This class is distinguished from the Senior Water Resources Technician in that the Supervising Water Resources Technician class includes full supervisory responsibilities. This class is distinguished from the Manager of Water Resources in that the latter has overall responsibility for management of the Water Resources Division, including budget and strategic planning for the Agency.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises, plans, organizes, assigns and reviews work of lower level technical water resources staff.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to develop skills and correct deficiencies; evaluates employee performance; implements discipline procedures.
- Regularly evaluates staff's workload and assigned tasks, and determines priority of work that that team is responsible for completing.
- Designs, plans, and implements maintenance and habitat conservation projects. Oversees and performs work related to the maintenance and improvement of Agency properties and facilities.
- Recommends and purchases Agency vehicles and heavy equipment.
- Obtains and ensures compliance with applicable licenses and permits for vehicles and equipment.

- Evaluates operations and activities of assigned responsibilities; recommend improvements and modifications; prepares various reports on operations and activities.
- Inspects work in progress and upon completion; assists crews in resolving difficult work problems; instructs crews in work techniques, use of equipment and safety precautions and requirements.
- Provides training on new work practices and how to effectively and safely use equipment.
- Creates, maintains, and updates Agency safety policies and programs.
- Provides support to other supervisors on how to improve health and safety of their staff through the development of training and protocols.
- Ensures work performed by assigned staff complies with environmental permits and regulations; advises staff and supervisors in other Agency units regarding environmental compliance requirements related to their projects.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for assigned section activities; implements policies and procedures.
- Participates in budget preparation and administration; prepare cost estimates for budget recommendations; submits justifications for staff, supplies, materials and equipment; monitors and controls expenditure.
- Conducts hazard assessments and accident/near miss investigations.
- Manages the flow of water into Putah Creek to ensure minimum monthly flow requirements are adhered to.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development implementation, and evaluation, and project management.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of effective supervision and leadership, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods, materials, practices and equipment generally used in the operation, construction, maintenance, and repair of open and closed water supply systems and associated habitats.
- Heavy equipment, vehicle, and machinery applications, operations and maintenance.
- Equipment and vehicle licensing, permitting, and reporting required by transportation and air quality regulatory agencies.
- Habitat protection and enhancement techniques.
- California native plants, plant propagation, invasive weeds and weed management
- Environmental regulations and required permits relevant to work performed.
- Effective communication techniques and public relations.
- Principles and practices of public contracting and procurement
- Basic principles of water distribution and other water-related systems.
- Principles of safe work practices related to field work.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Practices and requirements related to job hazard identification, inspection, and reporting; accident and near-miss investigation techniques and documentation
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.

- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Organize, implement, and direct assigned section operations/activities
- Develop project specifications, timelines, and budgets and to keep projects on task within time and budget constraints.
- Prepare and present clear, concise and logical written and oral reports, correspondence, and other written materials.
- Communicate effectively, tactfully, and persuasively, both orally and in writing, with other Agency personnel, regulatory agencies, commercial and industrial establishments, and the general public.
- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Learn, interpret, apply, and explain technical written material and laws, codes, regulations, ordinances, and Agency policies and procedures.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent Agency policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Safely operate and train others on the safe operation of machinery and power tools.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth grade supplemented by college course work in environmental management, natural resources, biology, botany, or related field; and

Six (6) years of progressively responsible experience in planning and implementing habitat restoration and enhancement projects, operating and maintaining heavy equipment and commercial vehicles, and environmental permit compliance which includes at least one (1) year of experience leading and directing the work of others.

Required License:

Possession of an appropriate California driver's license and a satisfactory driving record.

LICENSE AND CERTIFICATION INCENTIVE PAY

Two (2) Qualifying Licenses and Certifications qualify for incentive pay:

- Class A Driver's License
- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) with Right-of-way, Aquatic Weeds, or Landscape Maintenance from the California Department of Pesticide Regulation.

Possession of 1 = Range 40

Possession of 2 = Range 42

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength and mobility to operate heavy equipment, operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification frequently bend, stoop, kneel, crouch, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull heavy materials and objects over 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed dust, fumes, smoke, gases, cold and hot temperatures, inclement weather conditions, grease and oils, road hazards, chemicals, slippery or uneven surfaces; moving objects and vehicles, and machinery with moving parts. Occurrence of poison oak, ticks, bees/wasps, snakes, and other possible hazards is prevalent in routine work environment. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Established:

MONTHLY SALARY RANGE #35

DEFINITION

Under general supervision, manages the more complex projects of the Agency's information technology infrastructure. Areas of responsibility include, but are not limited to: the troubleshooting, installation, configuration, repair and maintenance of network equipment, and components, desktop computers, servers, workstations, peripherals, and other related components; providing training and answering questions for Agency employees on common applications software and Agency systems and equipment; monitoring and management of network security and integrity; analysis of departmental requirements and hardware and software priorities; the maintenance of applications to increase employee productivity; the development of new and/or modification of the Agency's communication technology; directs and oversees the work of staff on projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise direct supervision over professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Information Technology Specialist series responsible for the most complex duties related to Information Technology. This class is distinguished from Associate Information Technology Specialist (journey-level) in that the Associate Information Technology Specialist is usually assigned only to part of a major project or is responsible for all of a specific small-scale and/or routine project, whereas the Senior Information Technology Specialist is responsible for managing major and/or complex projects, and the provision of direct, lead, and advisory functions over lower-level staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to assigned program area; trains staff in work procedures; provides policy guidance and interpretation; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion processes.
- Communicate job expectations; plan, monitor, and appraise job results; coaching, counseling, praising and disciplining direct reports; initiating, coordinating, and enforcing systems, policies, and procedures.
- Delegate project tasks based on staff members' individual strengths, skill sets and experience levels.

- Establish and execute plans for improved business functions through technological advances.
- Interact and communicate with District staff to gain insight on goals, strategies, practices and user projects.
- Forecast needs and associated costs, prepare the annual IT Department budget, schedule expenditures, analyze variances and initiate corrective action.
- Develop comprehensive project plans and present to District management.
- Create and maintain comprehensive IT project documentation.
- Develop, implement, manage and modify an IT asset management program, to include but is not limited to providing at least a ten year projection of IT asset needs and estimated costs.
- Develop, implement, manage and modify a detailed listing of IT projects to include but not limited to: the cost of the project, how the project integrates with other IT assets, the risk associated with implementing or not implementing the project.
- Prepare, implement, and evaluate IT Policies and Procedures, to include but not limited to information back-ups, staff activities, hardware and software implementations, and standards for risk assessment.
- Recommend and manage consulting IT professionals.
- Secure information systems by developing system access, monitoring, control, and evaluation; establish and test disaster recovery policies and procedures; complete back-ups; maintain documentation.
- Oversees the renewal of all contracts, services, warranties, etc. and maintains the renewal schedule.
- Create and maintain mutually beneficial business relationships with outside vendors and consultants
- Purchases all District IT related hardware, software, licenses and subscriptions from sources following District purchasing protocols.
- Evaluate new technologies and make recommendations for implementation.
- Prepares users by designing and conducting training programs; providing references and support.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- District policies, rules, regulations and procedures.
- Principles and practices of supervision, training and performance evaluation.
- Budget preparation and monitoring.
- Principles and practices of project management.
- Principles and practices of contract administration.
- Principles and practices of computer technology and information systems.
- Computer operating systems, local area networks and data communications software and hardware.
- Principles, practices, methods, terminology and trends in telecommunication operations, data networks, and radio systems.
- Principles and practices of software development, testing and deployment.
- The operation, configuration and set-up of communications equipment.
- Security systems and methodologies for computers, networks and communications systems.
- Common public relations courtesies, practices and techniques.

- Applicable safety precautions and procedures

Ability to:

- Install, configure, repair and maintain computer hardware, peripherals and components
- Multi-task and handle a heavily interrupt-driven workload
- Troubleshoot and solve complex problems in-person and remotely
- Communicate technical detail to both technical and non-technical personnel
- Deal tactfully and courteously with fellow employees and the public
- Provide training, assist users in problem resolution, and explain system and application use
- Communicate effectively orally and in writing
- Write clear, concise, and adequately complete notes and reports
- Effectively analyze Agency and user information and communication system needs, research alternatives, and provide recommendations/input on the purchase of hardware and software.
- Ensure the application of appropriate security measures in accord with established procedures
- Implementing and maintaining network and systems services
- Monitor network and systems performance and troubleshoot minor problems
- Document and initiate response to security problems
- Assist customers in installing and using applications
- Maintain database operations
- Assist in returning disrupted database systems to normal operations
- Create reports and manipulate data in response to customer requirements
- Convert user-developed content into workable Web pages
- Carry out server maintenance functions
- Plan, coordinate, assign, organize, prioritize, delegate, supervise, train, develop and evaluate assigned personnel and their work.
- On a continuous basis, know and understand all aspects of the job and observe all policies.
- Develop and monitor budgets, and forecasts.
- Develop and recommend policies and procedures related to work assignments.
- Establish and maintain effective working relationships.
- Use available information to make sound decisions.
- Deal tactfully and courteously with the public.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in information systems, computer science or closely related field; or comparable vocational coursework in computer science or a closely related field.

Experience: Four (4) years of progressively responsible experience in performing duties comparable to an Associate Information Technology Specialist with the Solano County Water Agency.

Substitution: Two additional year of experience performing duties comparable to Associate Information Technology Specialist at Solano County Water Agency may be substituted for the required education. Although some education in information Technology is still preferred.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

License requirements may be waived at the discretion of the Agency.

PHYSICAL DEMANDS

Sit at desk for long periods of time in a standard office setting and use standard office equipment, including a computer; perform simple grasping and fine manipulation; finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, and to write and use keyboard to communicate through written means; vision to read printed materials and a computer screen and to distinguish between different colors; and hearing and speech to communicate in person and over the telephone. Positions in this classification kneel, stoop, crouch, stand, walk, sit, grasp and reach to perform work. May need to carry materials or objects over 50 pounds. The duties of the position require the ability to observe, talk, listen and operator a computer and telephone.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Established:

**MONTHLY SALARY RANGE: Range 43****DEFINITION**

Under policy direction, plans, organizes and provides administrative direction for all actions of the Lower Putah Creek Coordinating Committee (Committee); oversees Committee monitoring and vegetation management, develops restoration projects and grant proposals, administers restoration projects; maintains cooperative relations with landowners, government and regulatory agencies; and various public and private groups and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Committee and general supervision from the General Manager. Exercises direct supervision of staff.

CLASS CHARACTERISTICS

The Streamkeeper serves as the executive director of the Committee and oversees the monitoring, preservation and enhancement of Putah Creek Resources; maintaining relationships with the community, government agencies and non-governmental organizations; coordinates scientific assessments, identifies project opportunities and community priorities, promotes synergy with individuals and organizations, performs field survey and restoration work and manages a native plant nursery.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, administers, coordinates, and evaluates the work of the Committee in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the Committee.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Committee; develops conceptual plans and innovative approaches to creek restoration.
- Develops grant proposals, budgets, schedules and contracts.
- Oversees and integrates the work of consultants and contractors.
- Prepares reports and invoices.
- Advises the Committee on issues, projects, programs and financial status.
- Prepares agendas for Committee meetings, develops and maintains minutes of such meetings.
- Oversees the acquisition and maintenance of Committee data, resources and equipment.
- Performs field surveys and leads implementation of restoration projects including heavy equipment operations and transport; and materials handling.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, methods, and techniques used in developing, planning, implementing, and evaluating creek monitoring and restoration programs.
- Applicable Federal, State, and local laws, codes, and regulations.
- Effective written and oral communication techniques and public relations.
- Technical analysis and writing skills.
- Principals and practices of public participation and interest-based negotiation.
- Basic principles of ecology, weed control, horticulture, geomorphology and environmental restoration.
- Techniques for effectively representing the Committee in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Computer applications, including word processing, GIS and database operations.
- Conflict resolution.

Ability to:

- Develop projects, budgets, schedules and funding proposals.
- Work cooperatively with diverse stakeholders.
- Effectively represent the Committee in meetings with government agencies, non-governmental organizations and individuals.
- Plan, implement, monitor and adapt restoration strategies.
- Prepare clear and concise reports.
- Use tact, initiative, prudence and independent judgment under general guidance of the Committee.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
-

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in ecology, biology, environmental planning, or a related field and five (5) years of experience in performing duties related to environmental conflict resolution. Experience working with a Board of Directors is highly desirable. Possession of a graduate degree and/or related certification(s) may be counted toward the required experience.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials from a computer screen; hearing and speech to communicate in person, before groups and over the telephone; ability to traverse rugged terrain and to operate water craft and work safely in and around swift water; to operate a motor vehicle to visit various Agency and meeting sites; and heavy equipment. This classification includes sedentary office work and strenuous field work. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; traverse creek obstructions in swift and deep water; perform equipment extraction operations and carry loads up to 50 lbs.

ENVIRONMENTAL ELEMENTS

Employees work part time indoors in an office environment with moderate noise levels, controlled temperature conditions and outdoors in all weather conditions with exposure to potentially hazardous substances and situations. Employees may interact with upset staff and/or public and private representatives involved in environmental conflicts.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

MONTHLY SALARY RANGE # 42

DEFINITION

Under general supervision, plans, organizes, develops, implements, and administers and manages the Agency's water conservation programs; assists Management staff in duties related to supervision of consultants, administration of grants, contracts, program budgets, and coordinative efforts with affiliate committees and agencies and various business, professional, and regulatory organizations, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Manager of Water Resources or other supervisory or management employees. May exercise direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a single incumbent classification responsible for developing and implementing water conservation programs including identifying, evaluating and promoting conservation measures, administering grants, and various contracts related to water use efficiency. Successful performance of the duties requires expertise in the technical aspects of water use and conservation, and in the development and management of water conservation programs. This class is distinguished from the Senior Water Resources Specialist class series in that the latter is responsible for many different water related programs within the Agency whereas this classification is focused solely on Water Conservation efforts. This class is further distinguished from the Supervising Water Resources Specialist in that the primary focus of the latter is supervision of professional Water Resources Specialists responsible for a variety of projects and the performance of duties that are comparable in nature to the positions supervised, but of greater complexity; whereas, the primary focus of the Water Conservation Coordinator is the management of a major, ongoing program, which may include the supervision of seasonal and/or regular employees to support the program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, designs, coordinates, implements, promotes, and oversees complex water conservation programs, projects, and initiatives, in support of the Agency's strategic goals and priorities.
- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to assigned program area; trains staff in work procedures; provides policy guidance and interpretation; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion processes.
- Coordinates and performs grants administration for the Agency and other regional entities involved in cooperative conservation programs; collects, and summarizes water use data, oversees grant budgets, tracks expenditures, coordinates preparation of grant progress reports, and grant reimbursements with participating agencies; ensures compliance with policies and requirements of funding agency; accounting protocols and procedures; maintains relevant records and documentation.

- Prepares, administers, and maintains Water Conservation Program budget; submits budget recommendations; monitors expenditures.
- Develops and implements the Internship Program; selects and coordinates tasks of interns assigned to the Water Conservation Program; provides and coordinates training.
- Coordinates assigned program activities with those of other Agency activities as well as federal, state, and local agencies to ensure effective cooperation on all governmental levels consistent with optimal efficiency, effectiveness, and economy; coordinates compilation of data, resources, and work products for various County-wide and State projects including the State Water Project and the Solano Project.
- Oversees and conducts research, and analysis related to water use; writes technical reports, publications and makes recommendations, and presentations for the development and implementation of new and/or modified water conservation programs.
- Develops community outreach programs to promote water use efficiency; participates on community task force/committees; oversees the design, production, and distribution of a variety of promotional, marketing, outreach, and informational materials, communications, and presentations to educate businesses, children, special interest groups and constituencies, the general public, and member communities in Agency programs, services, resources, events, and activities; oversees and/or directs the design of multi-media campaigns.
- Develops bid invitations and solicitations, requests for qualifications/quotes/proposals related to water conservation initiatives; ensures legal and contractual provisions are included to protect the Agency's interests.
- Directs, monitors, and evaluates the work of assigned consultants, and contractors, according to Agency standards and pertinent agreements/contracts; provides clear, concise, and consistent direction; acts as the primary resource and representative to consultants, and contractors, regarding administrative and operational policies, procedures, and guidelines.
- Interacts with the public and with various affiliate committees, and agencies; responds to public inquiries.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Practices, theories, methods, and techniques used in the design, administration, and evaluation of water use efficiency and conservation programs.
- Principles, practices, and techniques of drafting and administering contracts and enforcing contract provisions.
- Principles and practices of budgeting and grant writing and administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures.
- Effective communication techniques and public relations.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, local municipalities, and Library staff.

Ability to:

- Research, assemble, and document data applicable to water resources, environmental, and conservation programs.
- Develop and administer contracts for professional services in a public agency setting.
- Coordinate, organize, and train interns and water conservation personnel.
- Develop project specifications, timelines, and budgets.
- Prepare and present clear, concise and logical written and oral reports, correspondence, and other written materials.
- Effectively represent the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in water resources, planning, natural resources, public policy or administration, or a related field, and four (4) years of experience in water and natural resources conservation planning.

License and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

MONTHLY SALARY RANGE #2
Term: Seasonal, Temporary

DEFINITION

Under general supervision, independently performs maintenance work on water conveyance facilities, including natural streams and channels.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Supervising Water Resources Specialist. General supervision is provided by higher level positions. No supervision is exercised over others.

CLASS CHARACTERISTICS

This is a temporary full-time position (30 – 40 hours per week).

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Logistical planning and preparation to implement field work.
- Performs or arranges for maintenance and repair of equipment.
- Conducts field inspections, investigations, and monitoring and data gathering for the Agency's water conveyance facilities.
- Repair, replace, remove, maintain, and install fencing, gates, riprap, flap gates, signs and markers.
- Installs and maintains plants.
- Performs mechanical and chemical abatement of nuisance vegetation.
- Performs, litter, trash and debris removal/disposal.
- Drives vehicles used to transport materials, tools, and equipment as required.
- Assists staff personnel with projects.

QUALIFICATIONS

Knowledge of:

- Basic use of power tools, hand tools and electrical equipment.
- Effective communication techniques and public relations.
- Safety principles and practices.
- Computer applications related to the work, particularly database applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.

- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Perform simple repair of equipment.
- Exercise safe work practices at all times and under various conditions.
- Perform manual labor in inclement weather.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Must have experience working in outdoor settings with hand and power tools. Experience applying herbicides is desired. No specific educational requirements.

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform heavy physical work, operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull heavy materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees mostly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, steep and uneven terrain, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical

substances and fumes. Occurrence of poison oak, ticks, bees/wasps, snakes, and other possible hazards is prevalent in routine work environment. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

SELECTION PROCESS

Based on the information provided in the application documents, the best qualified applicants will be invited for an interview. All applicants meeting the minimum qualifications are not guaranteed an interview. If selected the job offer is contingent upon completing a pre-employment medical examination.

TO APPLY:

Please refer to job flyer.