



SAN DIEGO COUNTY WATER AUTHORITY
invites applications for the position of:

Water Resources Specialist

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Monthly</u>	<u>Annually</u>
\$39.14 - \$52.64	\$6,783.75 - \$9,123.40	\$81,404.96 - \$109,480.80

OPENING DATE: 01/16/18

CLOSING DATE: 02/02/18 05:00 PM

THE ORGANIZATION:

Join one of the San Diego region's most reputable and progressive public agencies!

The San Diego County Water Authority is an independent public agency that serves as San Diego County's regional water wholesaler. The mission of the San Diego County Water Authority is to provide a safe and secure water supply to its 24 member agencies serving the region's \$222 billion economy and its 3.3 million residents.

With an acute awareness of San Diego's dependence on imported water sources, the Water Authority is executing a long term strategy to diversify the region's supply sources, make major investments in the region's water delivery and storage system, and improve water use efficiency. Through dynamic leadership, thoughtful planning, and prudent fiscal policies, the Water Authority is cost effectively managing the region's water portfolio, while continuing to diversify supplies to enhance future reliability.

THE POSITION:

Under general direction, researches, plans, and analyzes water resources, water supply and environmental planning issues and policies; develops, documents, and administers a variety of medium to large water management programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Water Resources Specialist is the skilled, journey-level class in the professional Water Resources series. Incumbents independently perform multiple, difficult assignments requiring the application of water resource planning skills and knowledge, and the use of sound judgment and initiative in interpreting data and developing solutions to problems.

This class is distinguished from the Assistant Water Resources Specialist and the Senior Water Resources Specialist in that the former is the working-level class in the Water Resources series responsible for a more limited range of assignments, while the latter is the advanced journey-level class in the series responsible for performing more difficult and complex projects with a greater degree of independence, and serving as project manager on assigned projects.

JOB DUTIES

- Performs data collection, interpretation, econometric and trend forecasting, regression and other technical analysis and research on water resources planning, water supply development, environmental planning and water management programs.

- Prepares of correspondence and reports on technical planning issues and development of water management programs.
- Maintains and develops computerized databases on water resources planning information.
- Administers the Water Authority's monthly member agency water invoicing process.
- Conducts economic, financial, water quality, and water use analysis.
- Prepares professional service RFPs, prepares scopes of work, assists in evaluating and selecting consultants.
- Represents the Water Authority with consultants, monitors and evaluates consultant work in progress.
- Critically reviews technical and non-technical documents prepared by others, interprets results and participates in the formulation of recommendations for actions.
- Prepares board reports for water resources projects and programs.
- Delivers oral presentations to internal and external stakeholders.
- Responds to inquiries regarding water management programs, water use, rates and storage.
- Works with MWD and member agencies in the implementation of water management agreements, policies and programs.
- Assists in the formulation of the Water Authority's Urban Water Management Plan through data collection and analysis in the areas of demand forecasting, historical trends in water use and hydrology.
- Serves as liaison between the Water Authority and other government agencies at the local, state and federal levels.

For further details regarding the duties, responsibilities, and qualification guidelines for the class specification, please click on the following link: [Water Resources Specialist](#)

QUALIFICATION GUIDELINES:

The qualification guidelines generally describe the knowledge and ability required to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills, and abilities will be considered. A typical example of qualifying education and experience would be:

Graduation from a four-year college or university with major course-work in environmental or civil engineering, urban or regional planning, economics, public administration, natural resources management, or a closely related field; and three years of progressively responsible professional water resources planning experience.

APPLICATION PROCEDURE:

To be considered for this position, please submit an employment application and supplemental questionnaire by 5:00 p.m. on February 2, 2018. Resumes will not be accepted in lieu of a completed application and supplemental questionnaire. All applications and supplemental questionnaires will be evaluated in relation to the criteria outlined in this job announcement. The selection process may consist of an appraisal interview, writing exercise, and/or other appropriate screening methods.

To ensure timely and successful navigation, please consider applying early if you are new to the governmentjobs.com application system. For technical assistance with the online application system, please review the GovernmentJobs online application guide, or contact their toll-free application support line at (855) 524-5627. If you have questions regarding the position, please contact Corinne Russell, Human Resources Analyst, at (858) 522-6663.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/sdcwa/default.cfm>
 OUR OFFICE IS LOCATED AT:
 4677 Overland Avenue
 San Diego, CA 92123
 858-522-6660
hr@sdewa.org

Job #18-18
 WATER RESOURCES SPECIALIST
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Water Resources Specialist Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
 Yes
- * 2. I have graduated from a four-year college or university with major course work in the following:
 - Natural Sciences/Physical Sciences
 - Public Administration
 - Environmental Engineering
 - Civil Engineering
 - Economics
 - Urban or Regional Planning
 - Natural Resources Management
 - Other / Closely Related Field
 - Do Not Possess 4-Year Degree
- 3. If you indicated "Other / Closely Related Field," for Question #2, please list your relevant education.
- * 4. Do you possess a valid driver's license (equivalent to California Class A, B, or C)?
 Yes No
- * 5. Which of the following best describes your proficiency in using Microsoft Excel?
 - No experience
 - Basic (edit, sort, format, relocate, simple formulas)
 - Intermediate (sorting, adding header, creating charts, unhide rows, creating/moving worksheets)
 - Advanced (pivot tables, advanced formulas, v-lookups, sumifs)
- * 6. Please indicate your years of professional water resources planning experience.
 - No experience
 - Less than three years
 - 3 - 6 years
 - 6 - 10 years
 - Over 10 years
- * 7. Please describe the type of work you performed in your above experience, with agency name, and position title. If you have no experience, please type "N/A".
- * 8. Briefly describe your experience writing technical reports. If you have no experience in this area, please type "N/A".
- * 9. What is your level of experience managing projects with contractors?
 - No experience
 - Basic (Monitor monthly progress and review invoices)
 - Moderate (Task-level work product analysis and project budget evaluation)

- Advanced (Involved in all aspects of project from contract negotiation to approval of final project deliverable)
- * 10. Please give an example of your experience working with contractors and monitoring their work in progress, include description of the project.
- * 11. Please summarize your experience performing analysis using computer models, spreadsheets, and databases. If you have no experience in this area, please type "N/A".
- * 12. Please summarize your experience preparing/creating PowerPoint presentations and giving presentations. If you have no experience in this area, please type "N/A".
- * 13. **APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL)** The San Diego County Water Authority Human Resources Division uses e-mail to notify applicants of important information relating to the status and processing of your application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of resources, and minimize delays and costs. Therefore, as an applicant, please ensure that the e-mail address and contact information you provide are current, secure, and readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. **We will not be responsible in any way if you do not receive our e-mails** (i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis). Read any notices that we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep hard copies of our notices for your records.
- I acknowledge that I have read, understand, and agree to the above.
- * Required Question