APPROVED BY: THE CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE: November 2025

ASSISTANT WATER RESOURCES SPECIALIST I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Provide scientific and professional level support in the management of District water supplies and/or execution of stream stewardship programs and projects; and performs a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Assistant Water Resources Specialist I

This is the entry-level within the professional water resources specialist class series. Initially under immediate supervision, incumbents learn to apply engineering, scientific, water resources management, biological, planning, economic, and/or environmental compliance concepts to resolve problems. Positions exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Assistant Water Resources Specialist II

This is the experienced-level within the professional water resources specialist class series. Incumbents are expected to perform the full range of duties as assigned including conducting a variety of hydrogeologic, engineering, water resources, economic, biological, planning and scientific studies and analyses, designing numerical and conceptual models and modeling tools, and reviewing, analyzing, and commenting on policies and legislation affecting District operations, programs, and projects. Incumbents receive only occasional instruction or assistance as new or unusual situations arise, and have full and thorough knowledge of engineering, scientific, water resources management, biological, and/or environmental compliance concepts, as well as District practices, procedures, and policies. Incumbents use judgment and decision-making authority in identifying, evaluating, adapting, and applying

appropriate concepts, guidelines, references, and procedures to resolve moderate to complex problems under the guidance of a more experienced staff member

The Assistant Water Resources Specialist II is distinguished from the Associate Water Resources Specialist in that the latter independently manages water resources programs and projects, possesses and applies technical competence in one or more fields/specialties of water resources, and/or provides lead direction or full supervision to less experienced staff on an on-going or project basis.

Positions in the Assistant Water Resources Specialist I and II classifications are flexibly staffed so that positions at the II-level are normally filled by advancement after two (2) years of professional-level work in the field of water resources management. Advancement however, is at the discretion of management and is dependent on demonstrating possession of the knowledge, ability, and certification requirements of the higher-level class.

SUPERVISION RECEIVED AND EXERCISED

Assistant Water Resources Specialist I

Receives immediate supervision from assigned supervisory and managerial staff. Employees within this class work in the presence of the supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practices are made without checking with the supervisor.

Assistant Water Resources Specialist II

Receives general supervision from assigned supervisory and managerial staff. Employees within this class have assigned duties that require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. Employees may or may not work in proximity to their supervisor.

May provide lead direction on an on-going or project basis.

TYPICAL DUTIES

The duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Some positions may lead, plan, oversee, and participate in the more complex and difficult work of staff responsible for supporting District water supplies and/or execution of stream stewardship programs and projects.

2. Conduct studies, investigations, and analyses, such as water supply planning, numerical modeling and analysis, forecasting and risk analysis, hydrogeological studies, feasibility studies, water resources systems simulations, water quality and chemistry studies, financial analyses and pricing scenarios, and other analyses; apply water resources principles and practices to varied problems; research, collect, and analyze scientific, engineering, hydrogeologic, and financial data, statistics, and surveys.

3. Participate in initiation of solicitations, including requests for proposals and sole source requests to provide materials and services; participate in the evaluation of submittals; assist in negotiation and execution of contracts; prepare Board Agenda items for contract approval; assist in administering and managing contracts ensuring compliance with all requirements.

4. Participate in analyzing proposed and current legislation and government policies, rules, standards, and regulations and develop recommendations; serve on various technical advisory committees; review environmental and regulatory reports and engineering designs, plans, and specifications.

5. Participate in the preparation and negotiation of water supply contracts, imported water delivery schedules, construction plans, designs, and specifications, and other agreements related to assigned projects and programs.

6. Prepare and review reports regarding issues such as water supply operations and management, groundwater monitoring, contamination, and protection, surface water and groundwater quality, National Pollutant Discharge Elimination Systems (NPDES) permit compliance, and long-term water supply modeling and analysis.

7. Develop and maintain various databases and computer files and use specialized software.

8. Meet with water suppliers and retailers, regulatory agencies, contractors, engineers, developers, a variety of outside agencies, and the general public in acquiring information and coordinating water resources projects and programs.

9. Administer agreements between the District and other public agencies and private parties; represent the District on resource protection issues.

10. Attend and participate in professional group meetings; stay abreast of and interpret new trends, laws, regulations, and innovations in the related field of water resources, hydrogeology, and/or engineering and their impact on the District; develop and recommend compliance strategies.

11. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.

12. Employees have a responsibility for safety; for following safety regulations and safety policies and procedures applicable to their work.

13. Perform related duties and responsibilities as required.

In addition to above, Assistant Water Resources Specialist II performs the following duties:

14. Manage assigned water resources projects and programs; develop work plans consisting of mission, objectives, scope of work, budget, schedules, and baseline requirements; identify issues, recommend solutions, and under guidance of higher-level staff, implement solutions to manage risks and issues.

QUALIFICATIONS

The level and scope of the knowledge, skills and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Assistant Water Resources Specialist I

Knowledge of:

Principles, practices, concepts, and standards of water resources management, natural resource management, environmental planning, engineering, hydrogeology, geology, hydrology, hydraulics, and/or environmental sciences.
Principles and practices of numerical modeling and analysis, natural resource modeling, forecasting and risk analysis, and statistical analysis.
Principles, practices, theories, and methods of water supply planning, operations, and management, groundwater monitoring, contamination, and protection, water quality, and long-term water supply modeling and analysis.
Principles of mathematics and its application to water resources projects and programs.
Practices of researching water resources issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
Office practices, methods, and computer equipment and applications related to the work.
English usage, grammar, spelling, vocabulary, and punctuation.
Principles and techniques for providing customer service by effectively dealing with the public, vendors, contractors, and District staff.
Each employee shall possess a reasonable understanding of their roles and responsibilities as defined in the District's Injury and Illness Prevention Program.
Principles and practices of natural resources restoration such as lake-stream separation, fishery habitat restoration, wetland restoration, riparian habitat improvements, and aquatic habitat improvements.

Ability to:

Apply water resources principles, practices, concepts, and standards to water supply planning, operations, and management, groundwater monitoring, contamination, and protection, and water quality problems.
Perform arithmetic and statistical calculations.
Analyze, interpret, summarize, and present technical information and data in an effective manner.

Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations, and District water resources policies and procedures.
Conduct water resources and natural resource research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
Learn to independently conduct comprehensive water resources studies, investigations, and analyses.
Learn to interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations, and District water resources policies and procedures.
Learn to conduct water resources research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
Operate office equipment including computer equipment and specialized software applications programs.
Prepare clear and concise reports, correspondence, and other written materials.
Communicate clearly and concisely, both orally and in writing.
Organize and prioritize multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
Make sound, independent decisions within established policy and procedural guidelines, and according to best engineering practices.
Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Graduation from an accredited four-year college or university with major coursework in water resources management, natural resources management, planning, civil or other field of engineering, geology, physical sciences, earth sciences, natural sciences or a field related to assigned functional area(s).

Experience

None.

License or Certificate

Possession of a valid California Driver's License and a satisfactory driving record may be required at the time of appointment and as a condition of continued employment, but only when driving is an essential function of the position. If the Driver's License requirement applies to a particular classification, it will be clearly stated in the job posting.

Assistant Water Resources Specialist II

In addition to the qualifications for Assistant Water Resources Specialist I:

Knowledge of:

Principles, practices and responsibilities involved in leading the work of assigned staff.
Principles and practices of project budgeting, cost estimation, funding, project management, and contract administration.
Recent and on-going water resources related developments, including information technology, current literature, and sources of information related to the operations of assigned area of responsibility.
Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Ability to:

Train, organize, assign, and review the work of staff.
Independently conduct comprehensive water resources studies, investigations, and analyses.
Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations, and District water resources policies and procedures.
Conduct water resources research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
Effectively represent the unit and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Graduation from an accredited four-year college or university with major coursework in water resources management, natural resources management, planning, civil or other field of engineering, geology, physical sciences, earth sciences, natural sciences or a field related to assigned functional area(s).

Experience

Two (2) years of professional level experience with responsibility for compliance with environmental permitting, water supply planning or distribution, groundwater management, mitigation of natural resource impacts, or hydrogeology.

License or Certificate

Possession of a valid California Driver's License and a satisfactory driving record may be required at the time of appointment and as a condition of continued employment, but

only when driving is an essential function of the position. If the Driver's License requirement applies to a particular classification, it will be clearly stated in the job posting.

Some II level positions may require registration with the State of California as a Professional Geologist (PG) or Professional Engineer (PE).

WORKING CONDITIONS

Environmental Conditions

Office and field environment; some positions require frequent field visits or occasional field assignments; travel from site to site; work closely with others or alone; exposure to electrical and radiant energy; irregular work hours including overtime and possible rotating shifts; some positions may involve exposure to inclement weather; heat, cold, dampness, chilling and dry atmospheric conditions; uneven terrain; slippery surfaces; work in confined spaces; work at elevated heights, work with machinery; work around moving vehicles and around high traffic; exposure to biohazards; dirt, dust, fumes, vapors, smoke, gases, noise, poison oak, chemicals, biological and chemical contaminants, wildlife, and other conditions associated with construction sites, water treatment plants and urban and remote field conditions.

Physical Conditions

Essential and other important functions may require maintaining physical condition necessary for walking, standing or sitting for extended periods of time; audiovisual acuity; manual dexterity; some moderate to heavy lifting; operating motorized equipment and vehicles, walking on uneven surfaces including hard terrains, uneven slopes, and inclined surfaces; stooping, pushing, pulling, squatting, crawling, twisting, kneeling, climbing, and bending at neck and waist; simple grasping; fine manipulation; power grasping; work above and below shoulder and in awkward positions.

CLASS LEGEND

Established Date:	5/2007
Employee Groups:	ES
Revisions Dates:	1/2018, 5/2019, 11/2025
FLSA Status:	Non-Exempt

	Current	Previous
Class Code:	EW1/2	
Series Code:	2EW	
Family Code:	E01	
Previous Titles:	N/A	
Analyst:	FD	