APPROVED BY: THE CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE: November 2025

ASSOCIATE WATER RESOURCES SPECIALIST

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

To provide scientific and professional level support in the management of District water supplies and/or execution of stream stewardship programs or projects; may plan, schedule, assign, review, and evaluate the work of assigned staff on an on-going, day-to-day basis within assigned unit; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully competent level within the professional water resources specialist class series. Incumbents are responsible for a broad range of assignments, projects, analyses and modeling, and studies. Incumbents use independent judgment and decision-making authority to resolve complex problems. Work is typically reviewed upon completion for technical soundness, appropriateness, and conformity to policy and requirements and the methodology used in arriving at the end results is not reviewed in detail. This class is distinguished from the Senior Water Resources Specialist in that the latter serves as lead on the most technically complicated water resource projects and/or programs at the District, requiring a greater level of independence and decision-making authority.

SUPERVISION RECEIVED AND EXERCISED

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 exercise lead direction or full supervision over assigned staff.

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 plan, organize, schedule, assign, review, supervise and evaluate the work of assigned staff.

2. Manage assigned projects and programs; lead and guide project teams and assigned staff in the execution of projects/programs; develop work plans consisting of mission, objectives, scope of work, budget, schedules, and baseline requirements; identify strategic, project/program management, and external issues, recommend solutions, and under guidance of more experienced staff implement solutions to manage risks and issues.

3. Serve as a technical resource in a specific field/specialty of water resources including formulating projects, assessing program effectiveness, and analyzing a variety of unusual conditions, problems, or questions; oversee quality assurance and quality control activities within area of expertise.

4. Initiate solicitations, including requests for proposals and sole source requests to provide materials and services; coordinate and participate in the evaluation of submittals; negotiate and execute contracts; prepare and submit Board Agenda items for contract approval; administer and manage contracts ensuring compliance with all requirements.

5. 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 statistical analysis; apply water resources principles and practices to varied problems; recommend and implement best management practices; research, collect, and analyze scientific, engineering, hydrogeologic, and financial data, statistics, and surveys.

6. Analyze 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.

7. Prepare and negotiate water supply contracts, imported water delivery schedules, construction plans, designs, and specifications, and other agreements related to assigned projects and programs.

8. Prepare and review technical and regulatory 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.

9. Develop and review staff reports related to water resources projects and programs; present to various commissions, committees, and boards; may present information to the Board of Directors.

10. Serve as a liaison for the assigned projects and/or area of responsibility to other District units, divisions, and outside agencies; represent the project/program/unit with outside agencies and community groups; participate in negotiation and resolution of significant and controversial issues.

11. Negotiate and administer agreements between the District and other public agencies and private parties; represent the District on water resource protection and management issues.

12. 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, science, and/or engineering and their impact on the District; develop and recommend compliance strategies.

13. Oversee the development and maintenance various databases and computer files and use specialized software.

14. 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.

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

16. Perform related duties and responsibilities as required.

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.

Knowledge of:

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
Principles, practices, concepts, and standards of water resources management, natural resource management, 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 is application to water resources projects and programs.
Principles and practices of project/program budgeting, cost estimation, funding, project/program management, and contract administration.

Practices of researching water resources issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
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.
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:

Plan, organize, schedule, assign, train, review, and evaluate the work of staff.
Recommend and implement work plans and effectively manage water resources projects/programs and assigned teams/staff.
Apply water resources principles, practices, concepts, and standards to water supply planning, operations, and management, groundwater monitoring, contamination, and protection, and water quality problems.
Independently conduct comprehensive water resources studies and natural resource studies, investigations, and analyses.
Perform arithmetic and statistical calculations.
Prepare clear and concise reports, correspondence, and other written materials.
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.
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.
Operate office equipment including computer equipment and specialized software applications programs.
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.
Communicate clearly and concisely, both orally and in writing.
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

Four (4) 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 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:	EW5	
Series Code:	2EW	
Family Code:	E01	
Previous Titles:	N/A	
Analyst:	FD	