

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: May 12, 2015

POSITION TITLE: **CONSERVATION AND WATER BUDGET
ANALYST/SENIOR CONSERVATION AND WATER
BUDGET ANALYST**

GRADE LEVEL: G/E

SUPERVISOR TITLE: Senior Water Resources Planner

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, performs a variety of professional, analytical, and administrative activities in support of the finance and planning departments. Perform professional level duties on the District's residential, commercial, agricultural and large landscape water conservation programs. Provide rigorous data support for water use efficiency programs and water budget rate structures including financial analysis, statistical analysis, GIS-based analysis and cost/benefit analysis.

This includes developing programs to promote water conservation, conducting field audits and providing consultation on residential and landscape water conservation methods, responding to customer inquiries or complaints, gathering and analyzing data and preparing reports on water conservation issues. Ability to perform a variety of technical and administrative duties as assigned.

CLASS CHARACTERISTICS

Conservation and Water Budget Analyst

This is a professional journey level classification. Positions assigned to this level independently perform highly technical and specialized administrative duties, and provide training to higher and lower level classifications. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

Senior Conservation and Water Budget Analyst

This is a senior level classification. Positions assigned to this level are fully competent to independently perform analytical work in support of a department or District wide program; while exercising independent judgment, applying best practices study approach

and analytical techniques in order to make sound recommendations based on study conclusions and results. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

-  Work with customers and conservation staff toward improving water use efficiency; perform on-site water use surveys and landscape measurements
-  Develop and maintain knowledge of water budget structures and water conservation practices; develop close working relationships with customer service and planning staff to provide outreach that establishes a positive image for the District's conservation and water budget programs
-  Provide data analysis support and reporting for water budget and water efficiency programs
-  Solicit, schedule, and conduct water audits of residential, commercial and industrial and large landscape customers
-  Develop and manage major water conservation programs
-  Make site visits; gather and analyze data and make written reports to site owners and managers making recommendations for improving water use or irrigation efficiency
-  Respond to customer inquiries or complaints and provide technical assistance regarding irrigation and landscape management or water use problems
-  Provide technical expertise and advice on water conservation practices and develop public information materials for the water conservation program
-  Identify customers that may be suitable targets for turf removal and other efficiency programs
-  Analyze the effectiveness of the District's efficiency programs
-  Complete pre and post inspections of residential, commercial and agricultural efficiency projects
-  Solicit, schedule and conduct on-site surveys/inspections for high water use customers
-  Identify and correct customer water budget and rate structure data errors such as landscape measurements using Geographic Information System (GIS), number of people in household & other variances
-  Communicate and work with agricultural and residential customers, home owner associations, multi-family apartment complexes, and large landscape customers to periodically review their water budget factors and ensure accuracy
-  Update customer information in the District's billing system and related database systems as needed
-  Assist in conducting special studies, developing reports of findings and recommendations, and assist in evaluating changes and improvements to water budgets
-  Field/Office meetings with customers as needed to review and update landscape and/or crop measurements
-  Work with other departments as required

- ✎ Use a personal computer to enter, maintain and analyze data and prepare reports and correspondence
- ✎ Host and/or attend public meetings and workshops and make presentations
- ✎ Maintain and analyzes customer water consumption information; reports on current and projected water supply and demand and related issues
- ✎ Perform work requiring sound independent judgment, accuracy and set priority of assignments
- ✎ Conduct a variety of special projects and studies
- ✎ Communicate effectively, both verbally and in writing
- ✎ Prepare clear and concise written reports and correspondence
- ✎ Perform related duties as assigned

QUALIFICATIONS

Conservation and Water Budget Analyst

Knowledge of:

- ✎ Principles, practices and techniques of water management and indoor and outdoor water conservation for commercial, institutional and residential applications
- ✎ Data collection, research methods, analysis, and interpretation
- ✎ Cost/benefit analysis
- ✎ Principles, practices and techniques of landscape and irrigation systems maintenance and design
- ✎ Water conserving plants, types of soils, turf grasses and irrigation systems
- ✎ Landscape irrigation audits, evaluation of irrigation systems, developing efficient irrigation schedules for drip, bubbler, micro spray and sprinkler systems
- ✎ Basic principles of plumbing and indoor water conservation devices used for residential, commercial, industrial and institutional water conservation
- ✎ Principles, practices, and methods of statistical analysis;
- ✎ Conservation principles and programs commonly used in water utilities;
- ✎ Business computer applications such as Word, PowerPoint and other computer applications; particularly as related to statistical analysis and data management including Microsoft Excel at an advanced level;
- ✎ Utility billing software
- ✎ Geographic Information System software such as ESRI
- ✎ Proper work safety standards

Ability to:

- ✎ Market, organize and conduct effective water conservation and landscape irrigation auditing programs
- ✎ Analyze water conservation data, evaluate alternatives and make practical independent decisions and recommendations
- ✎ Perform field measurements, calculations, and sketches
- ✎ Read and interpret technical manuals, blueprints, diagrams, and schematics

- ✎ Read and interpret complex technically written materials, landscape, and building plans
- ✎ Attend various community and civic meetings and/or functions and make presentations
- ✎ Use a variety of tools, devices and equipment specific to water conservation activities
- ✎ Represent the District in a professional manner to the public and outside agencies
- ✎ Establish and maintain effective working relationships with internal departments, external organizations, and the public
- ✎ Analyze conservation and water budget programs, evaluate alternatives, prioritize options and reach sound conclusions
- ✎ Collect, evaluate, and interpret data
- ✎ Communicate effectively both verbally and in writing
- ✎ Develop and deliver presentations to customers, staff, and the Board of Directors
- ✎ Exercise initiative and creativity in performing assigned duties
- ✎ Work independently, exercise good judgment, and demonstrate initiative
- ✎ Handle sensitive customer relations issues and respond diplomatically
- ✎ Balance responsibilities for multiple projects to ensure timely results in accordance with District quality standards
- ✎ Troubleshoot and diagnose systems problems and or make or recommend resolutions in areas of responsibility
- ✎ Evaluate alternatives and make sound independent decisions within established guidelines
- ✎ Prepare clear, concise and accurate documentation, reports of work performed, project management reports and other written materials
- ✎ Demonstrate initiative and resourcefulness
- ✎ Comply with and enforce the District's Safety, Health and Environmental standards
- ✎ Establish and maintain cooperative working relationships with all levels of employees and customers
- ✎ Gain cooperation through discussion and persuasion

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) to three (3) years of experience in a water conservation programs, or work involving water use and/or water budget analysis.

Training: Graduation from an accredited college with an associate's degree in business, landscape architecture, horticulture or closely related field. Or completion of 12th grade or its equivalent; and three (3) years' experience performing residential and/or commercial water conservation consultations and irrigation auditing, water usage investigation and analysis, and related water conservation activities.

License and Certificates:

- ✎ Valid California driver's license, required
- ✎ Certification as a Landscape Irrigation Auditor, desirable or ability to obtain within one year of employment

*In addition to the qualifications for a **Conservation and Water Budget Analyst:***

Senior Conservation and Water Budget Analyst

Knowledge of:

- ✎ Advanced principles, practices, and techniques of landscape and irrigation systems maintenance and design
- ✎ Advanced principles of plumbing and indoor water conservation devices used for residential, commercial, industrial and institutional water conservation
- ✎ Knowledge of water conservation legislation and regulatory process

Ability to:

- ✎ Write grant applications and manages grant programs including monitoring expenditures; evaluating the need for changes in budgetary allocations and cost-analysis
- ✎ Set priorities for and organize one's own work and the work of others to meet established deadlines and complete project responsibilities efficiently and effectively
- ✎ Ability to provide technical input and analysis on emerging legislation or regulatory policy pertaining to water use efficiency/conservation
- ✎ Represent the District in a professional manner to the public and outside agencies
- ✎ Applicable laws, codes and regulations

Experience: Five (5) or more years of progressively responsible experience in the capacity of a Conservation and Water Budget Analyst or equivalent job classification performing conservation and water budget analysis functions.

Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in business administration, public relations, environmental planning, horticulture, landscape architecture or a related field.

License and Certificates:

- ✎ Valid California driver's license, required
- ✎ Certification as a Landscape Irrigation Auditor, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Communicate verbally with District management, co-workers and the public in face-to-face, one-on-one and group settings
- ✎ Regularly use a telephone for communication
- ✎ Use office equipment such as a personal computer, copier and fax machine
- ✎ Sit for extended time periods
- ✎ Must be able to work outside in varying climatic conditions, lift moderately heavy objects up to 50 lbs.
- ✎ Perform manual labor required to install water conserving fixtures and set up conservation booths
- ✎ Hearing and vision within normal ranges
- ✎ Sit for extended periods of time
- ✎ Carry, push, reach and lift up to 20 lbs. routinely
- ✎ Reach at above shoulder heights (5%); at shoulder height (5%); below shoulder height (90%)
- ✎ Travel as requested by automobile in conducting District business
- ✎ Occasionally stoop, kneel or crouch
- ✎ Sufficient manual dexterity to operate equipment
- ✎ Traffic hazards

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date