



ANALYST

SALARY RANGE 16: \$76,281 - \$111,734 ANNUALLY

DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: MONDAY, AUGUST 8, 2022

As part of its commitment to hire and retain highly qualified customer-service driven professionals, WRD provides employees with a very comprehensive and competitive benefits package including employer covered health care, retirement through the California Public Employee's Retirement System (PERS) with Social Security, and up to 50% matching deferred compensation (with limits).

Analyst is responsible for performing professional, technical and administrative assignments in a variety of program areas while learning District policies and procedures. An incumbent is expected to carry out their responsibilities with initiative, exercising sound professional judgment and problem-solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review, organize and maintain data sets related to District operations.
- Assist in the administration of Watermaster duties, including but not limited to tracking monthly pumping, leases, sales, and storage applications and projects; preparation of annual reports and regular professional association meetings;
- Performing water resource and policy analysis, preparing technical memorandum summarizing findings/recommendations.
- Prepare clear and comprehensive oral and written summaries and staff reports on a variety of technical and policy topics;
- Assist with tracking and preparing local, state, and federal grants.
- Assist with planning, coordinating and scheduling projects.
- Preparing presentations, slides, and graphics for meetings and events and assist with website postings.
- Represent the District at local, state and federal stakeholder and professional group meetings and industry organizations.
- Coordinate activities with office and support staff.

ABILITY TO

- Analyze and make sound recommendations on technical and policy data.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Prepare clear, concise and comprehensive reports and other written materials.
- Communicate clearly and effectively, both orally and in writing.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with District management, employees, representatives of other governmental agencies, and others encountered in the course of work.

MINIMUM QUALIFICATIONS TO APPLY: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree with major course work in business administration, public administration, urban planning, scientific, technical, or related field; at least three (3) years of experience in the above-mentioned fields of study (or 1 year plus a Master's Degree) related to policy, technical, or analytical efforts or the equivalent in local government or private industry. Involvement in water and/or wastewater programs is desired, but not required. **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** Possession of a California Driver's License and car insurance. Proof of COVID19 vaccination is required upon offer of employment.

APPLICATION AND SELECTION PROCESS: The first review of applications is August 8, 2022. To be considered for this opportunity please submit (1) a District application available at www.wrd.org, (2) cover letter highlighting your applicable experience and (3) resume to careers@wrd.org by the first review date. **INCOMPLETE SUBMISSIONS MAY RESULT IN DISQUALIFICATION.** The most qualified applicants will be invited to participate further in the screening process, which will include a panel interview and possible written exam. Final candidates must be able to prove legal U.S. residency, provide proof of COVID19 vaccination, pass a background check, a physical, and a drug test. The District is an Equal Opportunity Employer.