

**CITY OF SANTA CLARA, CALIFORNIA**  
**CLASS SPECIFICATION**

**TITLE: WATER -RESOURCES SPECIALIST (Job Code 907)-WATER-RESOURCE  
PLANNER**

<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNTABLE TO</u></b>	<b><u>FLSA STATUS</u></b>
<u>Water and Sewer Utilities</u>	<u>Compliance Manager</u>	<u>Non-Exempt</u>

**Description:- CLASS SUMMARY**

This is a position in the classified service assigned to work in the Water and Sewer Utilities Department. The incumbent performs analysis duties related to water resource planning, water conservation, regulatory and financial analysis assignments related to water (potable and recycled) and wastewater in compliance with general and environmental regulations. ~~The incumbent will be expected to exercise independent judgment and communicate effectively, orally, and in writing.~~ Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in ~~business administration~~, environmental studies, Biology, civil or /environmental engineering or approved related field; ~~and~~ AND
- Three (3) years of progressively responsible experience in water resources planning, water conservation, laboratory analysis of water or wastewater, planning, water quality, ~~or~~ regulatory compliance, or sanitary sewer regulatory compliance.

**POSSIBLE-ACCEPTABLE SUBSTITUTION**

- Completion of an advanced degree in environmental studies, civil/environmental engineering or public administration may be substituted for two (2) years of the qualifying experience for this position

**LICENSES/CERTIFICATIONS**

- Possession of an ~~an appropriate~~, valid California driver's license is required at the time of appointment and duration of appointment.
- Possession of a valid Water Distribution Operators Certificate (Grade 2, or above) is required within 12 months of appointment.
- Possession of a valid -California Water Environmental Association (CWEA) Laboratory Analyst Grade 1 within 12 months of appointment.

**DESIRABLE QUALIFICATIONS**

- A Master's degree in environmental studies, civil or /environmental engineering, or public administration is desirable, ~~for the position~~

**DISTINGUISHING CHARACTERISTICS**

~~The incumbent classification is~~ will be expected to exercise independent judgment and initiative while performing the full range of support for an assigned operation and/or program area. The incumbent works under general supervision and receive only occasional instruction or assistance

## **WATER RESOURCE PLANNER WATER RESOURCES SPECIALIST (JOB CODE 907)**

as new or unusual situations arise. The incumbent is expected to communicate effectively, orally, and in writing. This classification is distinguished from the higher level Compliance Manager in that the latter is a management classification that manages multiple programs within the assigned department and has the responsibility for assuring full compliance with all Federal, State and local laws, regulations, and permits for City of Santa Clara within the Electric Utility, Water & Sewer Utilities and Public Works Departments.

### **TYPICAL DUTIES**

Each position in this classification may not include all the duties listed below, nor do the examples cover all the duties that may be performed.

Under general supervision:

- Performs long-term water supply planning and develops recommendations
- Analyzes, develops, and manages demand-side management programs
- Maintains and analyzes customer water consumption information
- Monitor water quality trends and develops recommendations
- Performs analysis on water to determine water quality constituents and compliance with regulations
- Develops, updates and generates urban water management plan(s), water master plans and water supply assessments for the department
- Generates reports on current and projected water supply and demand and related issues
- Performs pricing and cost-of-services studies
- Works with consultants and City staff to develop recommendations for rates and utility billing policies and procedures
- Performs sampling of potable, recycled and wastewater for various constituents
- Responds to, records, and tracks water quality inquiries from the public
- Monitor changes to State and Federal water quality regulations and update sampling plans and schedules to ensure compliance
- Prepares reports and plans as required by ~~federal~~ Federal, ~~state~~ State, and local regulations for water resource planning and water quality
- Reviews legislative issues and environmental impact reports related to water supply planning and water quality
- May assist in contract preparation and negotiations for the sale and purchase of water
- Participates in regional resource planning efforts
- Works with various state, regional and local agencies, committees, and working groups
- Develops and manages public outreach programs to agencies, committees, and working groups
- Develops and manages public outreach programs to increase awareness of water and wastewater issues
- Provide technical expertise and consults on water conservation best practices and develops public information materials for the water conservation program
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, & ABILITIES**

## **WATER RESOURCE PLANNER WATER RESOURCES SPECIALIST (JOB CODE 907)**

### Knowledge of:

- Water resources forecasting, planning, and management
- Demand and supply-side resource management techniques
- [State and Federal water quality standards and testing requirements](#)
- [Principles and practices of sampling and laboratory analysis of water](#)
- Principles and practices of water conservation
- Laws and regulations pertaining to water and recycled water
- Water distribution
- Statistical and financial analysis
- Cost/benefit analysis techniques and principles
- Current computer data and word processing technology
- [Title 17 & Title 22 California Code of Regulations- and other regulations related to drinking water, recycled water, -water conservation, and sewer.](#)

### Ability to:

- Perform complex analysis for regulatory compliance, budgets, rate studies, and resource planning
- Reach sound conclusions and making appropriate recommendations
- Effectively communicate information in oral and written form
- Use available computer hardware and software to perform duties assigned.
- Interpret legislation and regulations impacting local water demand and supply
- Adhere to City policies and procedures
- Represent the City in a professional manner to the public and outside agencies, [including at meetings with wholesale entities and other agencies issues related to water conservation, water shortage plans, demand and supply management](#)
- [Evaluate non-revenue water loss measures and provide technical expertise and develop practices to monitor and control water loss](#)
- Coordinate projects and effectively handle multiple priorities, organize workload and meet strict deadlines
- Establish and maintain effective working relationships with internal departments, external organizations, and the public
- Deal tactfully and courteously with others
- Work in a team-based environment and achieve common goals
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties

### **SUPERVISION RECEIVED**

Works under [the general](#) supervision of the Compliance Manager [or assigned staff.](#) ~~and Assistant Director of Water and Sewer Utilities~~

### **SUPERVISION EXERCISED**

May supervise support staff, part-time, as needed labor, contractors, or volunteers as assigned.

### **CLASSIFICATION HISTORY**

Established [May 21, 05/-2013](#); [Rev. 05/2021](#)