

APPLICATION PROCESS

If interested in this outstanding opportunity, please submit an Agency application and resume to:

Mojave Water Agency
Attn: Monica Warren
13846 Conference Center Drive
Apple Valley, CA 92307
760-946-7000
Email: mwarren@mojavewater.org

Completed Agency application and resume are required. Applications will be accepted until **Wednesday, July 6, 2022 at 5:00 p.m.** Additional information can be obtained from the Agency's website at:

www.mojavewater.org

All applications will be reviewed in detail. Only those applicants possessing the most relevant qualifications will be invited to continue in the selection process.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in the notice may be modified or revoked without notice. Agency appointments are contingent upon successful completion of a comprehensive *background investigation, pre-employment physical, and drug screening, as well as verification of United States citizenship* or legal authorization to be employed in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

The Mojave Water Agency is an equal opportunity employer. We observe a no-smoking policy within Agency offices and vehicles, and also maintain a policy as a drug-free workplace. The Agency makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs in writing when submitting an application.

ABOUT THE AGENCY

The Mojave Water Agency (MWA), one of 29 State Water Contractors, is a governmental body with primary responsibility for the management of water resources over a 4,900 square-mile area of the Mojave Desert. It is the Agency's mission to implement future water management policies and programs that will ensure a stable, long-term supply of water for the Mojave Water Agency's service area.

MOJAVE WATER AGENCY



Manage the region's water resources for the common benefit to assure stability in the sustained use by the citizens we

Invites Your Interest for the Position of

WR Data Analyst II

THE POSITION

The ideal WR Data Analyst II is responsible for managing or assisting with system administration, and disaster and system recovery for the Department's data systems; performs systems analyst activities related to the creation, operation, and archival of the Department's relational and spatial database systems; and performs related work, as assigned.

Examples of key job functions include:

Performs administration of the spatial data library, which includes data design, organization, conversion, metadata preparation, and maintenance activities as directed; Performs research and implementation effort required to support Geographic Information System (GIS)/Database/Modeling projects, which involves evaluating and identifying hardware, software, and vendors; Coordinates the design and maintenance of the Agency's QA/QC (quality assurance/quality control program), dealing with data review and approval prior to entry into the Agency's databases (relational and spatial); Assists with QA/QC data review for data download into the Agency's database (both relational and spatial) and data upload and export to other governmental agencies; Designs program applications, tools, and user interfaces for the management of geographic information, data analysis, map production, and enhancements to existing applications; Develops GIS and relational database applications in an integrated environment; Designs and generates cartographic products, and performs related spatial analyses in direct support of Agency mandated reports, studies, and responses to information requests; Coordinates with Agency staff on water resource data entry, and data transfer issues; Collects data, performs statistical/spatial analyses, evaluates results to generate tables, graphs, maps, and prepares fact sheets, technical reports, and compliance reports; Works with other entities to collect and disseminate water resource related data; Responds to regulatory, public, and water purveyor inquiries regarding water resource data related issues as directed; Assists the department with compiling, summarizing, and updating regularly published Agency publications and reports; Performs related duties and responsibilities, as assigned.

Examples of Knowledge and Abilities:

Spatial and relational database structures and systems; Cartographic principles and methods; General principles and practices of water resources management and reporting; Map reading; survey and geo-referencing techniques; well construction and design; Applicable federal, state, and local regulatory agencies requirements and guidelines; Project management principles and concepts; Technical software such as Arc GIS; Various equipment including, but not limited to, maximum/minimum thermometers, precipitation gauges, pressure transducers, evaporation measuring pan, hygrothermograph, global positioning system unit, and digital camera; The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; Conceptualize, design, construct, operate, and distribute, for practical use by a wide spectrum of operators, spatial and relational databases typically used in the management of water resources; Manage competing priorities with strong attention to detail and quality assurance, meet strict time schedules and work on multiple tasks routinely; Research, analyze, and evaluate new service delivery methods, procedures, and techniques; Perform mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; Assist in the production of standard reports and business correspondence; Interpret and apply policies, procedures, laws, codes, and regulations pertaining to programs and functions; Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; Effectively present information and respond to questions from Agency employees, the general public, other water agencies, MWA's Board of Directors, and regulatory agencies.

For the entire list of the essential job functions, knowledge & abilities, and licenses/certifications, please see the job description on the Agency website at: www.mojavewater.org.

QUALIFICATIONS

Qualified candidates will possess:

Bachelor's Degree in computer science, engineering, hydrogeology, urban planning, geology, geography, environmental studies, or a related field, and two (2) years of progressively responsible water resources information systems experience.

LICENSES & CERTIFICATIONS

- Valid California Class C Driver's License, and current automobile insurance.
- GIS Certification preferred.

COMPENSATION

WR Data Analyst II: \$73,208 - \$102,492 annual salary range; paid bi-weekly, non-exempt

THE POSITION & DEPARTMENT

This position will serve in the Watermaster Department and is part of a dedicated, service-oriented team where collaboration and leadership are promoted at all levels.

BENEFITS

- PERS Retirement: 2% of highest annual salary at age 62, 5-year vesting. (Prior Public Service before 2013 is 2% @ 55 - without a 6 month gap in service)
- Flexible Benefits Package \$17,710 annually to go towards:
 - ~Medical Insurance: Choice of PPO or HMO Plans
 - ~Deferred Compensation Program (pre-tax and post-tax) available (457 Plan)
 - ~Employee cost share of CalPERS
 - ~Retirement Health Savings (RHS) Plan available
- Additional amounts above what is provided in the Flexible Benefits Package may be contributed by employee to Deferred Compensation Program (pre-tax and post-tax) available (457 Plan)
- 5% of base pay rate placed into 401 (a) account by Agency
- Vacation: 10 days per year, maxing out to 20 days per year, based on years of service
- Vacation pay out option available
- 40 hours of flex time leave per fiscal year
- Paid Holidays: 13 days per year
- Sick leave: 12 days per year
- Life, Dental and Vision Insurance: 100% paid by Agency for employee and dependent (s)
- Tuition Reimbursement up to IRS non-taxable amount per IRC Section 127, after 12 months of employment
- Employee Assistance Program
- Long-Term Disability: 100% premium paid by Agency with coverage of up to 66 2/3% of salary allowable income in coordination with State Plans
- Interest Free Computer Loan Program up to \$3,000 after 12 months of employment
- Professional development, seminars and conferences
- 9/80 Work Schedule
- Remote Work Policy

The Agency **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution paid by the Agency