

## 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](mailto:mwarren@mojavewater.org)

Completed Agency application and resume are required. Applications will be accepted until **Wednesday, September 14, 2022 at 5:00 p.m.** Additional information can be obtained from the Agency's website at:

[www.mojavewater.org](http://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

*Water Resources Specialist I or II*

## THE POSITION

The ideal candidate will perform a variety of administrative, technical and customer service duties relating to gathering, analyzing, and summarizing data for water resources within the Agency's boundaries; and performs related duties as assigned.

Some examples of essential job functions are:

Assists with scheduling and establishing water quality monitoring programs for compliance with regulations, Agency projects, and investigations; Coordinates sampling activities with researchers, laboratories, other departments, and the public; Utilizes quality assurance (QA)/quality control (QC) water quality sampling procedures to validate sample integrity and documentation of field measurement data.; Monitors, measures, and records groundwater levels at well sites according to a specific schedule or as deemed necessary; Reads maps and utilizes global positioning system (GPS) to locate data collection sites; collects water quality samples for chemical composition analysis using proper sampling techniques; Collects data; performs statistical/spatial analyses; and evaluates results to generate tables, graphs, maps, and prepares fact sheets, technical reports, and compliance reports; Assists with QA/QC data review for data download into the Agency's database and data upload and export to other governmental agencies; Coordinates with Agency staff on water quality results, data entry, and data transfer issues; Responds to regulatory, public, and water purveyor inquiries regarding monitoring and sampling related issues; Maintains and properly archives field notes and records, and various water resource databases; Oversees and collects data from weather stations throughout the Agency's boundaries; trains individuals in the proper methods for collecting and reporting various weather data; Assists department with compiling, summarizing, and updating regularly published Agency documents and reports; May assist the department with various pilot and special projects by visiting specific sites, conducting analysis, and reporting findings; Attends meetings, and assists in the preparation of reports for distribution; Performs related duties and responsibilities, as assigned.

Some examples of knowledge and abilities are:

Drinking water standards, and monitoring, sampling, and reporting (State and consumer) requirements; General principles and practices of water resources management and reporting; Map reading; survey and georeferencing techniques; well construction and design; Applicable federal, state, and local regulatory agency authorities; Customer service methods and techniques; Record-keeping principles and procedures; The structure and content of the English language; Modern equipment and communication tools used for business functions and program, project, and task coordination; Computers and software programs to conduct research, assess information, and/or prepare documentation; Manage competing priorities with strong attention to detail and quality assurance, meet strict time schedules and work on multiple tasks routinely; Operate additional equipment including evaporation measuring pan, GPS unit, etc;

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](http://www.mojavewater.org).

## QUALIFICATIONS

### Water Resources Specialist I:

Associate's degree with coursework in geology, hydrology, engineering, environmental studies, geography, or related field; and one (1) year of water resources related experience requiring the routine collection and recording of field data.

### Water Resources Specialist II:

Bachelor's degree with coursework in geology, hydrology, engineering, environmental studies, geography, or related field; and two (2) years of water resources related experience.

## LICENSES & CERTIFICATIONS

- Valid California Class C Driver's License, and current automobile insurance
- First Aid and CPR Certification
- Computer Technician Certification preferred

## COMPENSATION

Water Resources Specialist I: \$51,559 -\$72,182 annual salary range; paid bi-weekly, non-exempt  
Water Resources Specialist II: \$56,911- \$79,676 annual salary range; paid bi-weekly, non-exempt

## THE POSITION & DEPARTMENT

This position will serve in the Water Resources 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