

# ***Humboldt Bay Municipal Water District***

## **PROGRAM AND REGULATORY ANALYST – A2**

### **GENERAL PURPOSE**

Under direct supervision, performs a wide variety of analytical, business, program, and regulatory work. Some leeway is granted for the exercise of independent judgment and initiative as the incumbent demonstrates proficiency.

### **DISTINGUISHING FEATURES**

For promotion to the Senior Analyst position, an Analyst incumbent must successfully complete at least two years of work; obtaining and demonstrating the required knowledge, skills, abilities, and experience; and meeting criteria for promotion to the Senior position.

### **ESSENTIAL FUNCTIONS AND DUTIES**

1. **Analytical** - Performs complex analyses and studies regarding the District's water supply, water use, cost-of-service, infrastructure financing, water rates, and other business, operational, or technical matters. Provides analytical support to the budget and Capital Improvement Plan processes. Presents results, conclusions, and recommendations from the analyses and studies concisely and accurately.
2. **Communication** - Prepares routine and complex correspondence, reports and regulatory filings. Prepares and writes grant applications. Prepares presentation material to communicate to the District's wholesale customers, the Board of Directors, and other audiences.
3. **Regulatory** – Stays abreast of, researches, and determines impacts regarding existing or proposed regulations of interest to the District. Prepares required all regulatory reports, filings, and applications. Meets and confers with regulatory agency personnel.
4. **Safety** – Participates on District's Safety Committee and supports the Superintendent with OSHA compliance and delivery of the District's safety program.
5. **Business Information Systems** – Develops and maintains spreadsheets, databases, and other computer tools to input and retrieve data, and to support a variety of business and operational needs. Assist with the planning and implementation of a Graphical Information System and Facility Records System (GIS/FIS) to support and optimize operations and records management.
6. **Planning** – Supports the General Manager, Superintendent and Business Manager with long-range planning matters. Supports implementation of the District's Capital Improvement Plan.
7. **Other:**
  - i. May provide back-up and perform the duties of the Business Manager.
  - ii. May perform special projects for the Superintendent or General Manager as time permits.
  - iii. Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events.
  - iv. Acts as Water Conservation Coordinator per UWMP requirements.

## **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- ii. Strong verbal communication and presentation skills
- iii. Ability to work well and collaboratively with others
- iv. Ability to meet deadlines, plan ahead, and adhere to a work plan
- v. Ability to prioritize and manage time effectively, and able to realign priorities as needed
- vi. Ability to complete complex analyses and studies in an independent manner (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- vii. Subject matter expertise in business, economics, engineering economics, planning (especially water resources planning), or regulations related to the water industry.
- viii. Strong working knowledge of desktop computers, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook). Knowledge of Microsoft Access and ESRI's GIS software highly desirable.

## **REQUIRED TRAINING AND EXPERIENCE:**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. Bachelors Degree (required), from an accredited university or college with an emphasis in business, economics, engineering economics, planning, water resources, or management information systems.
- ii. Two years of increasingly responsible experience in business, the water industry, or at another governmental agency, sufficient to demonstrate the ability to perform the required duties in an independent manner.

## **SPECIAL REQUIREMENTS**

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

## **ESSENTIAL PHYSICAL ABILITIES**

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Operate a variety of office equipment, especially desktop computers;;
- ii. Understand and carry out oral and written directions;
- iii. Communicate well with others, verbally and in writing;
- iv. Work cooperatively and get along well with others, the Board, District staff, customers and the public;
- v. Think critically to address complex business and accounting assignments;
- vi. Sit for extended periods of time;
- vii. Perform minor physical activities which involve bending, lifting and reaching;
- viii. Operate a motor vehicle.

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<sup>i</sup> Only one of the two Program and Regulatory Analyst positions will be filled at any given time.