Water Resources Analyst

General Information

Classification Code:	MGTANL
Effective Date:	August 25, 2023
Pay Grade:	C41 – C42
FLSA Status:	Exempt

Position Summary

The Water Resources Analyst is responsible for coordinating, implementing, and ensuring compliance associated with assigned areas of the City's Municipal Separate Storm Sewer System (MS4) National Discharge Elimination System (NPDES) Permit, Total Maximum Daily Load (TMDL) Plan and Stormwater Management Plan. Provides guidance and direction to environmental service technicians. Performs other duties of a similar nature or level.

Classification Characteristics

The Water Resources Analyst positions fall under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards, or guidelines established at higher levels and may include supervision of lower-level support staff or lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

Water Resources Analyst I – Employees at this level generally have minimal professional experience and perform more day-to day routine and recurring activities for which there are defined processes, procedures, instructions, models, and precedents. Typically operates at the tactical and transactional level. This level requires general knowledge of basic analytical processes and program knowledge and the ability to interpret a variety of data.

Water Resources Analyst II – This is the full journey level in the Management Analyst series. The Analyst II differs from the Analyst I by the level of complexity, sensitivity, independence, and the diversity of assignments. Employees assigned to this classification have full responsibility for a variety of diverse activities including ensuring compliance with environmental and regulatory mandates, presenting to City Council and policy makers, and coordinating with internal and external stakeholders. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues. They work independently with minimal supervision and receive only occasional instruction or assistance as new or unusual situations arise.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:
- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Coordinates, implements and ensures compliance with assigned environmental and regulatory mandates and permit control measures (public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site runoff control, post-construction site runoff for new development and redevelopment, pollution prevention and good housekeeping for municipal operations)

Essential Duties	
	and TMDL activities associated with the reduction of bacteria, temperature, and mercury. Develops, compiles, and submits required monitoring and regulatory compliance reports and program documents to the Oregon Department of Environmental Quality.
2	Serves as information resource and advisor for internal stakeholders. Communicates and coordinates with other city divisions and departments related to stormwater permitting amendments and updates. Monitors progress and ensures updates, modifications, and other changes are completed as required.
3	Coordinates with external stakeholders to establish partnerships, share information, and organize and develop projects in a concerted effort to improve stormwater quality. Establish and maintains working relationships with regional partners including the City of Eugene, Lane County, non-governmental organizations such as watershed councils.
4	Reviews development plans and proposals for compliance with regulatory permitting requirements. Participates as a member of the City's Development Review Committee team, conducts field inspections of water quality facilities, ensures site compliance, conducts follow-up inspections, and works through enforcement procedures as necessary.
5	Presents complex and technical information to the City Council and other public entities and partners including regulatory agencies, community organizations, and professional stakeholders.
6	Ensures compliance with applicable Federal, State, and Local laws, rules, regulations, and policies.
7	Represents the City of Springfield on local and statewide committees through professional associations and partnerships. Tracks, reviews, and participates in state and federal legislative rulemaking and policy issues.
8	Enters and maintains information related to the City's stormwater systems into Geographic Information System applications.
9	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications

Minimum Qualifications:
- *Water Resources Analyst I* – Bachelor's degree in a related field and 0-2 years of relevant professional experience or an equivalent combination of education and experience to successfully perform the job.

- *Water Resources Analyst II* – Bachelor's degree in a related field and 2-5 years of relevant professional experience or an equivalent combination of education and experience to successfully perform the job.

Licensing/Certifications:
- A valid Oregon Driver's license at time of appointment.

Technology Skills:
- Cloud-based data access and sharing software – Microsoft SharePoint
- Database user interface and query software – Database software; Microsoft Access
- Document Management Software – Adobe Systems; Adobe Acrobat
- Electronic mail software – Microsoft Outlook
- Geographic Information System (GIS) – ESRI ArcGIS software
- Office suite software - Microsoft Office
- Presentation software - Microsoft PowerPoint
- Spreadsheet software - Microsoft Excel
- Word processing software -Microsoft Word

Qualifications

Knowledge Required:

- *Biology* — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- *Contract Management* — Knowledge of construction bidding processes, request for proposal processes, and related solicitation and procurement of contracts.
- *Stakeholder Collaboration* — Knowledge of principles and processes for providing customer and personal services. This includes stakeholder collaboration, community involvement and awareness, and group decision-making.
- *Law and Government* — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- *Administration and Management* — Knowledge of business and management principles involved in strategic planning, systems analysis and coordination, and coordination of people and resources.
- *English Language* — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- *Mathematics* — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- *Sciences* – Knowledge of biology, chemistry, earth sciences, and their application to water resources.

Skills:

- *Active Learning* — Understanding the implications of new information for both current and future problem-solving and decision-making.
- *Active Listening* — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Complex Problem Solving* — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- *Coordination* — Adjusting actions in relation to others' actions.
- *Critical Thinking* — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- *Instructing* — Teaching others how to do something.
- *Judgment and Decision Making* — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- *Learning Strategies* — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- *Monitoring* — Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Operations Monitoring* — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- *Reading Comprehension* — Understanding written sentences and paragraphs in work-related documents.
- *Science* — Using scientific rules and methods to solve problems.
- *Speaking* — Talking to others to convey information effectively.
- *Systems Evaluation* — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- *Writing* – Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

- *Oral Comprehension* — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- *Oral Expression* — The ability to communicate information and ideas in speaking so others will understand.
- *Speech Clarity* — The ability to speak clearly so others can understand you.
- *Written Comprehension* — The ability to read and understand information and ideas presented in writing.
- *Speech Recognition* — The ability to identify and understand the speech of another person.
- *Written Expression* — The ability to communicate information and ideas in writing so others will understand.

Qualifications
• *Inductive Reasoning* — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
• *Deductive Reasoning* - The ability to apply general rules to specific problems to produce answers that make sense.
• *Originality* — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
• *Mathematical Reasoning* — The ability to choose the right mathematical methods or formulas to solve a problem.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-5% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)

	0%	1-5%	11-35%	36-75%	76-100%		0%	1-5%	11-35%	36-75%	76-100%
BODY POSITIONS						**PUSH/PULL**					
Standing			X			0-10 lbs.		X			
Sitting				X		11-20 lbs.		X			
Walking – Even Surface			X			21-50 lbs.		X			
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						**ENVIRONMENTAL HAZARDS**					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors			X		
Crawling		X				Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses		X			
Balancing		X				Chemical Agents		X			
Reach – Overhead		X				Biological Agents		X			
Reach – Forward		X				Noise – Low		X			
Reach – Backward		X				Noise – Moderate		X			
Climbing – stairs		X				Noise – High		X			
Climbing - ladder		X				Low Light		X			
USE OF HANDS						Heat		X			
Grasping – whole hand		X				Cold		X			
Grasping – pinch grip		X				Restricted workspace	X				
Fine manipulation/feeling		X				Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						**JOB SPECIFIC**					
0-10 lbs.		X				Driving – vehicle/equipment			X		
11-20 lbs.		X				Operate foot controls	X				
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking					X
76-100 lbs.	X					Hearing					X
						Extended work hours			X		

Classification History

2023.08 – Created and adopted by HR

I have reviewed the job description.

Employee: Name_____ Signature _____ Date _____