

San Gorgonio Pass Water Agency

DATE: October 25, 2021
TO: Board of Directors
FROM: Lance Eckhart, General Manager
BY: Lance Eckhart, General Manager
SUBJECT: CONSIDERATION OF NEW STAFF POSITION

RECOMMENDATION

Staff recommends that the Board adopt a change to the Organization Chart to include the position of Senior Water Resources Specialist/Geologist/Engineer and authorize the General Manager to advertise/recruit and fill said position.

PREVIOUS CONSIDERATION

- June 21, 2021 – Board of Directors: The Board adopted the 2021-22 fiscal year budget, which included funds for additional staff.
- October 18, 2021 – Workshop: The Workshop discussed changes to the Agency Organizational Chart and the addition of an additional staff member.

BACKGROUND

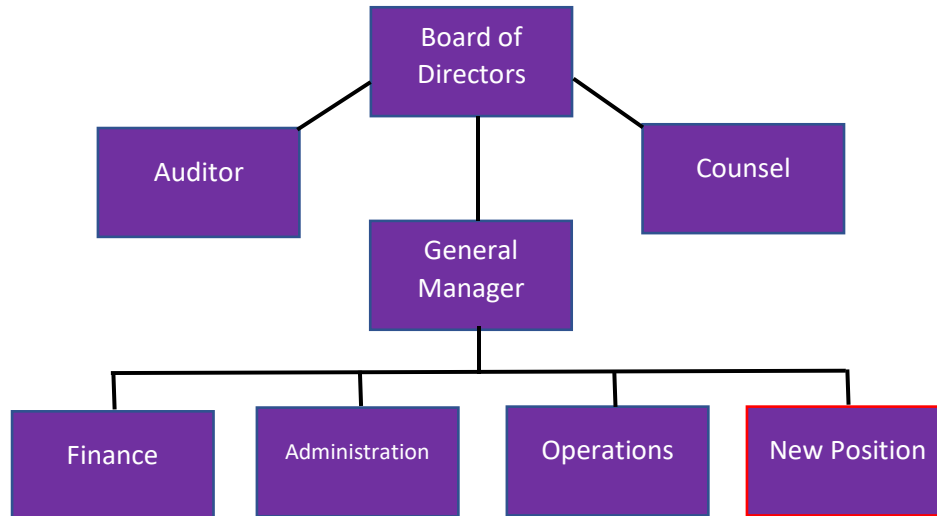
The Agency is being challenged to address increasing supply demands and additional coordination with area stakeholders. The region is experiencing material economic development and includes the two highest growth cities in Riverside County (Beaumont and Calimesa). In addition to increasing imported water demands, two new resource management entities have been formed, which necessitate a high level of collaboration, the San Gorgonio Pass Subbasin Groundwater Sustainability Agency and the Yucaipa Sustainable Groundwater Management Agency. Anticipated import increases and coordination with the local watermaster and two sustainability agencies require a material amount of staff time to participate with the multiple area resource management entities successfully.

The Agency is also initiating significant efforts in long-term planning and substantial capital improvements. Forward planning and strategic positioning to maximize grant funding opportunities will be fundamental in near-term Agency programs/projects. Once programs/projects begin, staff demands will continue to be significant.

The Agency has staff near retirement age. Staffing ahead of retirement attrition is critical to mitigating the risk of institutional knowledge loss. Staffing before retirement will allow cross-training with existing staff and assist in a smooth staff transition.

ANALYSIS

Currently, staff consists of four members; general manager/chief hydrogeologist, chief financial officer, field operations manager, and executive assistant. The new staff member will be a direct report to the general manager.



The proposed position will be an exempt (salary) journey-level position or better (5+ years of experience). Recognizing a competitive labor market, the solicitation will open to individuals with varied background/experience. A draft job description has been prepared (attached). The proposed solicitation will be broad to attract quality candidates with varied skillsets/experience that could benefit the Agency.

FISCAL IMPACT

The adopted the Fiscal Year 2021-22 budget includes funding for additional staff. A review of similar positions for other area State Water Contractors yielded an estimated annual salary range from approximately \$110,000 to \$160,000. A final salary amount would be negotiated depending on the experience and qualifications of the individual. Employee overhead to cover benefits and other associated expenses is estimated to be approximately 65% of compensation.

ACTION

Motion to adopt a change to the Organization Chart to include the position of Senior Water Resources Specialist/Geologist/Engineer and authorize the General Manager to advertise/recruit and fill said position.

ATTACHMENT

- Draft Senior Water Resources Specialist/Geologist/Engineer Job Description

SAN GORGONIO PASS WATER AGENCY

Job Description - DRAFT

Job Title: Senior Water Resources Specialist/Geologist/Engineer
FLSA Status: Exempt
Salary Range: DOQ
Prepared Date: September 23, 2021
Revision Date: NA

SUMMARY

Under the general direction of the General Manager or Department Head, performs a variety of complex professional projects and tasks of the Agency; reviews and edits scientific and engineering reports and data generated from studies and investigations of interest by the Agency; develops and executes resource management plans and strategies; helps craft resource management policy; may provide professional direction and training to subordinate staff members; provides project management and direction for consulting teams on projects and studies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is an advanced journey-level position. Positions at this level perform the most complex and difficult technical duties, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. In addition, incumbents provide functional and technical direction to staff as a regular part of their work routine and are required to be fully trained in all procedures related to the assigned functional area.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Develop and execute required resource management plans while fostering and leveraging technical and policy partnerships with regional water leaders.
- Performs and coordinates advanced-level professional, analytical, and administrative duties for specialized assigned work and operations.
- Provides technical and functional supervision; provides professional support and technical training.
- Provides technical oversight for the Agency in the fields of hydrogeology, engineering, science, planning and related resource management.
- Performs project management duties, which include: defining project requirements, timelines, and resources; coordinating with staff and external consultants; preparing requests for proposals; reviewing bids and selecting consultants; planning work (tactical and strategic); preparing agenda submittals; developing policy; tracking and reporting on project progress and costs; managing changes in project scope and change orders; monitoring schedules; and performing other related activities.
- Provide expert technical advice to the Board of Directors, General Manager, and other executive managers pertaining to resource management issues and the regulatory, operational, and financial viability of proposed resource management projects.

- Conducts research and performs tests; compiles and analyzes various data; prepares a variety of technical reports; recommends further research or action.
- Coordinates and manages the Agency data collection program(s). Supervises various studies to obtain data for the planning and design of water-related projects; assists with the preparation of design plans, specifications, and cost estimates.
- Works with Agency staff and local stakeholders to resolve issues; applies geologic/engineering/scientific knowledge to problems; makes recommendations.
- Reviews and analyzes Agency reports; makes recommendations for modifications and enhancements; reviews official reports received from various agencies.
- Assists in the preparation of grant applications.
- Represents the Agency at meetings with the general public and other water agencies; coordinates Agency programs with other public entities and the general public; delivers oral presentations to various groups.
- Interprets General Manager and Board of Director instructions and requests to ensure execution of objectives within assigned areas of responsibility.
- Evaluates proposed state and federal law, regulations, and court decisions for their impact on Agency groundwater resources; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the Agency's needs and requirements in assigned areas of responsibility; recommends appropriate actions and implements programs.
- Participates in a variety of committees and task forces; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Resource Management.
- Performs related duties and responsibilities as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Knowledge of principles and practices specific to the professional practice of geology, engineering, resource management or related disciplines.
- Knowledge of applicable Federal, State and Local regulatory agency authorities, laws, and guidelines.
- Project management principles and concepts.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly; proficient in methods and techniques to reach mutually agreeable solutions and outcomes.
- Knowledge of various Microsoft Office products including Word, Excel and PowerPoint. Working knowledge of relational and spatial databases, the Internet, and geologic and hydrogeologic modeling software (i.e., MODFLOW).
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions as well as program, project, and task coordination.

Ability to:

- Plan, organize and coordinate the work of professional staff and consultants.
- Effectively provide leadership and work direction in a variety of venues.
- Perform complex, responsible, and difficult professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- Set goals and objectives, organize or schedule other individuals and their tasks, and develop realistic action plans.
- Ability to effectively present information and respond to questions from Agency employees, customers, other water agencies, the general public, the Agency Board of Directors, consultants and regulatory agencies and to present proposals and recommendations clearly and logically in public meetings.
- Ability to exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry, calculus, and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in written, mathematical, or diagram form and deal with several abstract and concrete variables.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Establish, maintain, and foster effective team spirit and collaboration between departments and employees, and key stakeholders.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to modern resource management programs and functions.
- Actively listen and discern common interests to reach mutually agreeable solutions and outcomes.
- Work in a fast-paced, professional office environment and balance multiple projects and deadlines.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including member agencies, city and other government officials, community groups, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.
- Perform work in accordance with specific safety procedures to minimize the potential for injury.

Education and Experience:

Bachelor's degree in Geology, Hydrogeology, Civil Engineering, Environmental Engineering, Environmental Studies, Geography, or other related field and five (5) years of professional water resources-related experience. A Graduate degree in one of the cited fields above is preferred.

Licenses and Certifications:

- Valid California Class C Driver's License and current automobile insurance.
- Professional license (e.g., Professional Geologist/Engineer, or other), State of California (desired).

PHYSICAL DEMANDS

The following physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, talk, hear, use hands to finger, handle or feel, move around the office and drive a standard passenger and 4-wheel drive vehicle. The employee is occasionally required to stoop or bend, lift items up to 60 pounds and work outside and in cramped spaces underground. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The following work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's work environment ranges from a typical office setting to working outside. The employee is occasionally exposed to outside weather conditions, dust, dirt, fumes, odors, vibrations, poor lighting, and hazardous or toxic chemicals. The noise level can range from moderate to loud.