

# Water Authority Position Description

## DATA ANALYST

Status	Position Code	Level	Date
APPROVED	DAAN	P27	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

CREATE AND MAINTAIN VARIOUS WATER OR WASTEWATER QUALITY DATABASES MEASURING REGULATORY COMPLIANCE AND/OR WATER QUALITY. ANALYZE, INTERPRET AND REPORT ON FINDINGS FROM THE DATABASE AND ENSURE DATA INTEGRITY. RESPOND TO CUSTOMER INQUIRIES.

### MIN EDUCATION & EXPERIENCE REQ

BACHELORS DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN ENGINEERING, MATH OR STATISTICS, ENVIRONMENTAL ENGINEERING, BIOLOGY, GEOLOGY, OR A RELATED FIELD, PLUS THREE (3) YEARS EXPERIENCE IN SCIENTIFIC, ENGINEERING OR ENVIRONMENTAL DATA, MANAGEMENT AND ANALYSIS.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS. POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

MAY SUPERVISE OR EXERCISE LEAD FUNCTIONS OVER PROFESSIONAL, TECHNICAL OR SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. OPERATE, MONITOR AND REVIEW FOR ACCURACY AND COMPLETENESS WASTEWATER, WATER QUALITY AND OTHER DATABASES. ANALYZE DATA USING STATISTICAL TECHNIQUES. PREPARE CUSTOMIZED REPORTS, MAPS AND GRAPHIC REPRESENTATIONS OF DATA AS REQUESTED.
2. MAKE RECOMMENDATIONS AND COORDINATE ACTIVITIES TO ASSURE COMPLIANCE WITH WATER QUALITY OR WASTEWATER COMPLIANCE REGULATIONS, RULES, LAWS OR POLICIES.
3. RESPOND TO CUSTOMER INQUIRIES.
4. COLLECT RELEVANT INFORMATION AND DATA TO PREPARE REPORTS AND TO PROVIDE INFORMATION TO FULFILL THE REQUIREMENTS AND REQUESTS OF AGENCIES, CONSULTANTS, AND CUSTOMERS.
5. RECOMMEND AND IMPLEMENT MODIFICATIONS TO DATABASE SYSTEMS AND PROCEDURES.
6. PREPARE ADMINISTRATIVE REPORTS ON PROJECTS, ACTIVITIES AND STATUS.
7. PARTICIPATE IN SPECIAL PROJECTS AS NECESSARY.
8. CONDUCT TECHNICAL AND PUBLIC MEETINGS. ATTEND MEETINGS WITH OTHER AGENCIES AND OTHER DIVISIONS AND ORGANIZATIONS AS NEEDED.
9. SCHEDULE STAFF ACTIVITIES AND TESTS AS REQUIRED.
10. MAY PREPARE SUBMITTALS FOR WASTEWATER DISCHARGE PERMITS, SAFE DRINKING WATER ACT AND ASSOCIATED PROGRAMS.

#### **SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

PRINCIPLES AND PRACTICES OF DATABASE MANAGEMENT  
METHODS AND TECHNIQUES OF RESEARCH, STATISTICAL ANALYSIS, AND REPORT PREPARATION  
PUBLIC WATER SYSTEM DESIGN AND OPERATION  
METHODS AND TECHNIQUES OF CUSTOMER SERVICE  
PRINCIPLES AND APPLICATIONS OF ENVIRONMENTAL SCIENCE  
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS  
PRINCIPLES OF QUALITY CONTROL/QUALITY ASSURANCE, SAFE DRINKING WATER ACT AND WATER AUTHORITY GUIDELINES

#### **PREFERRED SKILL/ABILITY**

OPERATE AND MONITOR THE WATER QUALITY DATABASE  
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC  
PREPARE CLEAR AND CONCISE REPORTS  
OPERATE A VARIETY OF COMPUTER HARDWARE AND SOFTWARE APPLICATIONS  
COLLECT RELEVANT INFORMATION AND DATA TO EVALUATE THE ENVIRONMENTAL,  
SOCIAL AND ECONOMIC IMPACTS OF ALTERNATIVES COMMUNICATE CLEARLY AND  
CONCISELY, BOTH ORALLY AND IN WRITING ESTABLISH AND MAINTAIN EFFECTIVE  
WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

OFFICE ENVIRONMENT.

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED  
DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR  
PROLONGED PERIODS OF TIME.  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE  
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.