

Water Authority Position Description

RESEARCH ANALYST

Status	Position Code	Level	Date
APPROVED	REAN	M26	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

CONDUCT ANALYSIS RELATED TO WATER RESOURCES, CONSERVATION AND OTHER WATER AUTHORITY PROGRAMS. DEFINE DATA REQUIREMENTS AND GATHER INFORMATION TO DEVELOP AND MAINTAIN DATABASES AND FILES.

MIN EDUCATION & EXPERIENCE REQ

BACHELORS OF SCIENCE DEGREE IN COMPUTER SCIENCE, ENVIRONMENTAL SCIENCE, WATER RESOURCES, HYDROLOGY, ENGINEERING, GEOLOGY OR RELATED FIELD, PLUS THREE (3) YEARS OF SCIENTIFIC OR TECHNICAL RESEARCH EXPERIENCE.

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

RECEIVE DIRECTION DIRECT FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. RESEARCH AND RESPOND TO PROGRAM RELATED REQUESTS, INQUIRIES AND INFORMATION MADE BY WATER AUTHORITY STAFF, PUBLIC AND PRIVATE AGENCIES, AS WELL AS THE GENERAL PUBLIC.
2. IDENTIFY, RESEARCH AND REVIEW INFORMATION THAT AFFECTS THE WATER AUTHORITY'S CONSERVATION PROGRAMS, OPERATIONS AND ACTIVITIES. DEVELOP AND MAINTAIN A RESOLUTION TRACKING SYSTEM.
3. DEVELOP AND MAINTAIN INFORMATION SYSTEMS USED TO COMPILE, COLLECT AND ORGANIZE DATA AND INFORMATION FROM VARIOUS SOURCES.
4. DESIGN AND SET UP NECESSARY TABLES AND TEMPLATES TO ORGANIZE INFORMATION. CONSOLIDATE INFORMATION INTO REPORTS AND DOCUMENTS. CONVERT COLLECTED DATA INTO COMPUTERIZED GRAPHICS.
5. MAINTAIN, UPDATE AND FILE DOCUMENTS RECEIVED IN APPROPRIATE SYSTEM. TRANSMIT INACTIVE DOCUMENTS FOR STORAGE.
6. RECOMMEND DATA MANAGEMENT STRATEGIES, EDIT INFORMATION COLLECTED INTO THE SYSTEM AND RESPOND TO REQUESTS FOR STATISTICAL INFORMATION.

SUPPLEMENTAL FUNCTIONS

1. PERFORM A VARIETY OF GENERAL CLERICAL DUTIES IN SUPPORT OF ASSIGNED RESEARCH TASKS. OPEN, SORT AND DISTRIBUTE MAIL. ORDER OFFICE SUPPLIES.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

METHODS AND TECHNIQUES OF RESEARCH
TECHNICAL WRITING STANDARDS AND REPORT PREPARATION
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
PRINCIPLE AND PRACTICES OF WATER RESOURCE DEVELOPMENT AND PROGRAM IMPLEMENTATION
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS WATER CONSERVATION PROGRAMS
WATER DISTRIBUTION LEAK DETECTION AND MANAGEMENT
WATER RIGHTS LAW IN NEW MEXICO INCLUDING PERMIT APPLICATION AND MANAGEMENT, INCLUDING PERFORMING WATER AUDITS
COMMONLY USED COMPUTER PROGRAMS INCLUDING WORD PROCESSORS, SPREADSHEETS, RELATIONAL DATA BASE SYSTEMS, GRAPHICS, STATISTICS AND GIS APPLICATIONS
EXPERIENCE WORKING WITH MICROSOFT SHAREPOINT INCLUDING DEVELOPMENT OF NEW SITES
EXPERIENCE WITH ORACLE UTILITIES CUSTOMER CARE AND BILLING (CC&B)
EXPERIENCE WITH EXTRACTING SCADA DATA USING THE HACH WATER INFORMATION MANAGEMENT SOLUTION (HACH WIMS) OPERATIONAL DATA SYSTEM
FAMILIARITY WITH DYNAMIC SIMULATION MODEL SOFTWARE SUCH AS GOLDSIM, POWERSIM OR STELLA
FAMILIARITY WITH IBM MAXIMO ASSET MANAGEMENT SOFTWARE

PREFERRED SKILL/ABILITY

RESEARCH VARIOUS REQUESTS, INQUIRIES AND INFORMATION MADE BY WATER AUTHORITY STAFF
ANALYZE DATA, SYNTHESIZE AND REACH CONCLUSIONS
PERFORM BASIC MATHEMATICAL OPERATIONS, INCLUDING ALGEBRA
PERFORM STATISTICAL ANALYSES INCLUDING COMPUTING MEASURES OF CENTRAL TENDENCY AND VARIATION AS WELL AS HYPOTHESES TESTING
DEVELOP AND MAINTAIN INFORMATION SYSTEMS USED TO COMPILE, COLLECT AND ORGANIZE DATA MAINTAIN AND UPDATE ACCURATE RECORDS AND FILES OPERATE OFFICE EQUIPMENT PREPARE CLEAR AND CONCISE REPORTS
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; EXPOSURE TO COMPUTER SCREENS; OCCASIONAL VISITS TO OTHER WATER AUTHORITY FACILITIES, INCLUDING TREATMENT PLANTS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, STANDING FOR PROLONGED PERIODS OF TIME; EXTENSIVE USE OF COMPUTER KEYBOARD
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT