

**MERCED IRRIGATION DISTRICT
ENGINEERING DATA ANALYST**

FLSA Status – Non Exempt

DEFINITION:

Under general supervision, perform statistical and analytical tasks in support of operations and administrative functions of various District departments. Performs a variety of administrative and program analysis and development to utilize varied methodologies and techniques in gathering, organizing and analyzing data through automated systems; prepares reports as assigned.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Maintain computer software from the application side through tables, reports, and other user-available tools. Acts as resource person for TruePoint/TrueCanal users by resolving computer or software issues
- Serves as technical liaison to Information Technology and other departments as well as external agencies, vendors and consultants.
- Serves as the main resource for users of the automated water utility billing system by answering user questions, investigating and resolving computer problems by applying knowledge of services programs and computer system knowledge.
- Main point of contact and sole end-user for the KISTERS product WISKI data management information system, managing time-series data such as hydrologic and water quality data.
- Manipulating data to establish rating tables and curves based on stream gage measurements and level logger data.
- Provide oversight and support to field and office water ordering and billing system end-users to maintain data integrity and accuracy
- Review procedures that were followed for detecting source of error, and attempts to provide resolution.
- Identifies, investigates and resolves computer software and hardware problems related to data input, extraction and usage from a user's perspective.
- Establish proper protocols for the flow of data to and from the Geographic Information System (GIS) (using ESRI software) as part of the District's Enterprise Data Management System (EDMS).
- Creates and manages databases for specific needs such as groundwater well and pump information, deed archives and water quality sampling data, and others as needed.
- Gathers, analyzes and presents information/data to senior management and other staff as needed through effective and purposeful reports.
- Creates and maintains water statistic information such as cropping patterns, water usage and parcel designations throughout the District.
- Prepares and devises charts, water delivery sales, and constructs reports for Board of Directors meetings.
- Prepares and monitors Engineering, Water Resources budgets and provides assistance with other Water Resources departments on budgeting needs.
- Monitors expenditures for accuracy and classifications through access to financial software to create departmental expenditures reports as needed.
- Assists in preparation and review of operating, annual and capital improvement budget and maintains filing system.
- Provide technical input for the creation and monitoring of Water Operations work orders, and asset management for the flow of information to the EDMS.

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- Assists with maintaining District web site and District-supported web sites.
- Assists Energy Resources with data manipulation and retrieval for use with forecasting, billing and revenue projections and other functions as needed.
- Interact effectively with management staff to determine, recommend and implement appropriate and cost-effective levels of technology.
- Assists with the preparation of public information documents
- Assists with creating District newsletter, beginning of irrigation season package and graphical design related to public outreach information such as (maps of District tours, proposed projects, brochures or posters, irrigation workshops, etc.)
- Prepares and monitors grant proposal programs.
- Perform field research as needed.
- Represent the District with the community or other agencies outside of typical work schedule.
- Review and analyze reports and other documents for a variety of purposes for completeness and accuracy.
- Perform other responsibilities and duties as requested, directed, or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Graduation from high school.
- Associates or Bachelor's Degree highly desirable.

Experience:

- A minimum of two (2) years' experience in water resources or related fields with an increasing responsibility in data analysis and related computer-based technologies executing comparable duties similar to those identified in this job description.

Ability to:

- Communicate effectively, clearly and concisely, orally and in writing.
- Work cooperatively with executive and management staff, employees, vendors, and other contacts, both internal and external
- Provide effective information system service support
- Exhibit strong customer service orientation and have the ability to communicate ideas in both technical and user-friendly language.
- Must have the ability to work independently and operate with minimal supervision, prioritize a widely fluctuating workload; and work well under pressure and meet continuous deadlines with a high degree of accuracy.

Knowledge of:

- Basic SQL, and HTML programming languages
- TruePoint and ESRI software.
- Effective operation and application of computing systems, including advance usage of Microsoft Office products, principles and practices involved in maintaining data integrity from all software systems.

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- Knowledge of graphic design software used in the production of publications and printed material
- Have a sense of design for advertisements, publication, display and posters as well as creatively design and develop a broad range of communication materials for internal and external customers.
- Basic algebra and trigonometry so as to enable individual to use algebraic expressions and trigonometric equations to be used in formulas and expressions.
- Basic irrigation principles and be familiar with irrigation methods and operations.
- GPS equipment or ability to learn; Materials, methods, and tools involved in construction of irrigation facilities.
- Make judgmental decisions concerning hardware and software needs; analyze and resolve complex data inconsistencies; and properly interpret situations and make decisions in accordingly.
- Basic principles and methods of administrative, personnel, staff development, fiscal and data processing management
- Contract management and monitoring.
- Operation and care of general-purpose computer equipment, copiers, fax machines and other office equipment;
- Principles of administration, budgeting process.

Necessary Special Requirements:

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here 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:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Document concisely, accurately and timely.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

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Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Deputy General Manager, Water Resources.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.