



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ASSISTANT RESOURCE SPECIALIST II

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 45 <b>Job #:</b> YA96
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### JOB SUMMARY

This is the intermediate level position performing Assistant Resource Specialist II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are responsible for coordinating, researching, and assisting in conducting resource projects and studies relating to resource issues. Positions in this classification work under close supervision and within established guidelines.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Assists in collecting, organizing, and maintaining data; assists in conducting water or power resource, supply and demand, climatic, economic, and demographic studies and projects; prepares correspondence, reports, and presentations.
2. May assist in conducting water or power revenue, cost, and operational analyses.
3. May assist in maintaining and operating water resource planning or power models.
4. Assists in reviewing and analyzing documents and correspondence and identifying potential courses of action.
5. May assist in reviewing legislation, regulations, and ordinances.
6. May participate on a project team.
7. Performs other related Resource Specialist job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and two years of relevant experience; or two years in a MWD Assistant Resource Specialist I classification.

**Required Knowledge of:** Basic knowledge of water or power resource issues; statistics and economics; and current office technology and equipment.

**Required Skills and Abilities to:** Problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.

Job Title: Assistant Resource Specialist II

Job Code: YA96

Adopted: 03/11/13

Revised:

Supercedes:

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