

Staff Report

TO: Board of Directors

FROM: Chip Close, Director of Water Operations

DATE: June 14, 2023

SUBJECT: Modification of Position Classification for the Operations Department

WATER OPERATIONS

RECOMMENDATION:

Receive information regarding a proposed replacement of the Water Operations Management Assistant with an Administrative Analyst position and provide direction to Staff.

BACKGROUND:

Regulatory and reporting requirements in the water industry have increased exponentially over the last 10 years. The changes have placed a greater demand on water operations staff and are infringing upon daily demands. As a result, we are exploring opportunities to expand job duties to meet the regulatory challenges without adding new full-time equivalents (FTE) to the payroll.

The position with the best potential for additional workload was found to be the Management Assistant position. This position has historically assisted with customer service responsibilities; however, recent restructuring has reduced the workload on the Management Assistant. This presents an opportunity for the Management Assistant to support the analytical and technical duties required for regulatory and compliance reporting in Water Operations.

The increased workload would necessitate a change in job description from a Management Assistant to an Administrative Analyst classification. The position will continue to perform administrative duties such as budget analysis, expenditure monitoring, and timecard review, but will now have the added function of water right reporting assistance, data and technical analysis, treated water reporting assistance, as well as preparing reports, manuals, and procedures as necessary.

The Administrative Analyst position is intended to complete higher-level analytical tasks and to self-lead complex projects.

The Water Operations Management Assistant position became vacant on June 1, 2023, due to retirement. This sets up an opportune time to make the proposed change with minimal interruption to existing staffing.

BUDGETARY IMPACT:

The elimination and replacement of the Management Assistant position with an Administrative Analyst will result in a temporary decrease in salary for the second half of the 2023 budget. The reduction is a result of filling the Administrative Analyst position at the entry level which is slightly less pay when compared to a stepped-out Management Assistant.

Long term, the budgetary impact of replacing the Management Assistant with an Administrative Analyst will result in a budgetary increase of \$22,755.20 (comparing both positions at top step). It is anticipated the increase to the budget will not be realized for a few years as the Administrative Analyst promotes through the career ladder. Staff believes the long-term increase to the budget is a better, and cheaper alternative to adding a full-time FTE to assist with additional workloads.

Attachments: 3

- Job description - Management Assistant
- Job description - Administrative Analyst I/II
- Job description – Senior Administrative Analyst

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Management Assistant	Reports To:	Assigned Supervisor
Salary Range:	A78	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-Exempt	Unit:	Office
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i>			

Definition

To provide highly responsible administrative, technical and/or secretarial support to management and departmental staff; to coordinate, monitor, and report on various departmental activities of a routine and recurring nature; and to review and respond to routine administrative requests related to area of assignment.

Supervision Received and Exercised

Receives general direction from assigned supervisory or management personnel.

May exercise technician and functional supervision over assigned clerical personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Perform administrative projects for management and departmental personnel; research and compile background data; maintain records and files regarding department administrative activities.
2. Perform a wide variety of complex, responsible, and confidential secretarial and administrative duties for management personnel.
3. Assist in developing staff reports for submittal to the General Manager, Board of Directors, District staff, and/or other committees including preparing reports, assembling background materials, and composing first drafts; prepare meeting agendas and background materials; take and distribute meeting minutes.
4. Participate and assist in the development and administration of a department or division budget; prepare budget reports; compile annual budget requests; monitor and control expenditures.
5. Interpret and explain District and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate; assist in developing and implementing department policies and procedures in order to meet department objectives and regulatory requirements.
6. Create purchase orders; receive and review invoices and accurately code billing according to location and budget expense code; maintain necessary files.
7. Independently respond to letters and general correspondence not requiring the attention of management or supervisory personnel.

8. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
9. Develop, coordinate and implement program activities of a technical area or assignment related to department activities; prepare technical documents related to program activities.
10. Perform technical duties related to area of assignment including interpreting, analyzing and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.
11. Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; track statistical and technical data; perform data collection and routine analysis; prepare draft reports and technical documents.
12. Type, proofread, and compile a variety of reports, contracts, letters, memoranda, and other technical and administrative documents.
13. Assist the public with interpreting, understanding, and complying with District policies and procedures; coordinate with various District departments and outside entities as required.
14. Receive telephone calls including complaints, and provide assistance to callers using judgment as to calls requiring priority attention.
15. Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
16. Provide administrative support for assigned task forces, commissions, and boards.
17. May order and purchase supplies for administrative operations and perform accounting functions related to ordering supplies, equipment and services.
18. May assist with the inventory of capital equipment and prepare necessary paperwork for the purchase, inventory and disposal of such equipment.
19. May maintain time card and payroll records and personnel files and records for management personnel including employee evaluations and disciplinary actions.
20. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
21. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of office management.
- Principles and practices of administrative and technical support.
- Basic research methods and techniques.
- Principles and methods of business letter and report writing.
- Principles and practices of bookkeeping.
- Principles and practices of organizing and prioritizing the work of others.
- English usage, spelling, punctuation and grammar, arithmetic and basic mathematical calculations.

- Advanced use of modern office equipment including applicable computer applications including word processing, databases and spreadsheets.
- Principles and practices of effective customer service.

Ability to:

- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Perform routine research.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Plan, organize and schedule priorities in the office.
- Compose general correspondence and letters.
- Interpret and apply administrative and departmental policies, laws, and rules.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Develop and recommend policies and procedures related to assigned office operations.
- Analyze situations carefully, recommend solutions, and adopt effective courses of action.
- Compile and maintain complex and extensive records and prepare reports.
- Prepare agenda items and take notes and write summaries of meetings.
- Type at a speed necessary for successful job performance.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible administrative and/or technical experience.

Education:

Equivalent to the completion of the twelfth grade preferably supplemented by course work in business, accounting or a related field.

License and Certificate:

Possession of a valid California driver's license.
Some positions may require a Notary Public certificate.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties may include working in an outdoor environment, depending on assignment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Administrative Analyst I/II	Reports To:	Assigned Supervisor
Salary Range:	A95 / B17	Approved by Board of Directors:	04/13/2022
FLSA Status:	Non-exempt	Unit:	Office
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i>			

Definition

Under supervision, learns to perform and performs professional analytical and technical duties; performs general and complex administrative duties; develops, implements, and administers assigned program responsibilities, including budget preparation, revenue analysis and project/program specific financial management; conducts analytical research, performs grant coordination and reporting services; performs other related duties as assigned.

Distinguishing Characteristics

Administrative Analyst I: This is the entry-level class in the Administrative Analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex support assignments while learning policies, procedures, and more in-depth analytical skills. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Administrative Analyst II and incumbents may advance to the higher-level after gaining experience, demonstrating the ability to complete complex technical analysis, and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Administrative Analyst II: This is the journey level class in the Administrative Analyst series and is distinguished from the I level by the assignment of the full range of duties and the ability to work on assignments with limited supervision. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are normally filled by advancement from the I level

This class is distinguished from the next higher class of Senior Administrative Analyst in that the latter is expected to independently perform the full scope of administrative and technical analysis, research and manage new and current program activities as assigned.

Supervision Received and Exercised

Administrative Analyst I

Receives immediate supervision from assigned supervisory personnel.

Administrative Analyst II

Receives general supervision from assigned supervisory personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Performs analytical and technical duties related to developing grants, projects, technical assessments, and policy development.
2. Carry out survey and research, as well as perform statistical analysis to address administrative, fiscal, personnel, and/or operational problems.
3. May serve as a project lead over a team responsible for developing and configuring management plans supporting the development of complex programs; defines and recommends processes for various technical environments.
4. Completes technical analysis related to regulatory compliance or enforcement.
5. Coordinates department revenue analysis and administration, and monitors expenditures.
6. Conducts research and technical analysis within the department.
7. Assists in development and implementation of policies, procedures, goals and objectives.
8. Coordinates grant services, including writing, scheduling, seeking out, and identifying grants and assigning staff to follow up with the application process as necessary.
9. Completes a variety of special projects; prepares a wide variety of reports, manuals, procedures and publications; conducts policy and legislative analysis.
10. Coordinates assigned work with related activities by other District departments, governmental organizations and public organizations; identifies interdepartmental cooperation opportunities.
11. Aid in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.
12. Assist the public with interpreting, understanding, and complying with District policies and procedures.
13. May represent the District on regional coordination groups.
14. Performs general administrative duties.

Qualifications

Knowledge of:

- Operational characteristics, services and activities of assigned program area.
- Principles, practices and methods of administrative and organizational analysis.
- Principles and practices of program and budget development and implementation.
- Grant writing and administration.
- Public administration policies and procedures.
- Principles, structuring and organization of municipal agencies.
- Methods and techniques of supervision, training and motivation.
- Basic principles of mathematics.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques of scheduling work assignments.

- Standard office procedures, practices and equipment.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling and grammar.

Ability to:

- Perform a full range of responsible analytical and administrative duties in support of assigned programs functions, and/or department involving the use of independent judgement and personal initiative.
- Analyze financial, budgetary, administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions.
- Develop and coordinate work programs and grants; develop and administer a budget; prepare clear and concise administrative documents and reports; create and manage Excel spreadsheets.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Implement, explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Perform mathematical calculations quickly and accurately.
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible administrative, analytical and technical experience.

Education:

Administrative Analyst I

A bachelor's degree in business or a related field may be substituted for the two years of experience.

Administrative Analyst II

In addition to the above, two years of experience equivalent to that of an Administrative Analyst I with Nevada Irrigation District.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise. Some duties may include working in an outdoor environment, depending on assignment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Administrative Analyst	Reports To:	Assigned Supervisor
Salary Range:	B36	Approved by Board of Directors:	04/13/2022
FLSA Status:	Exempt	Unit:	Supervisor
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

Under general direction, performs highly responsible, complex and extremely sensitive and/or confidential analytical professional and technical activities to support department and management staff. Independently develops, implements and administers assigned program responsibilities, including: budget preparation and financial management, conducts research, performs grant preparation and coordination services, conducts organizational analysis, operational audits, and coordinates activities of assigned department with other departments, and/or outside agencies, supervises other professional and technical staff, and performs other related duties as assigned.

Distinguishing Characteristics

The Senior Administrative Analyst is a professional level class in which the incumbent is expected to independently perform the full scope of administrative analysis, research and management of new and current program activities as assigned. This role is considered the lead and/or specialist level within the Administrative Analyst Series. In the lead assignment, incumbents provide supervision and direction to technical and/or professional level staff, including delegation, direction, and evaluation of assigned work. In the analyst assignment, incumbents work on specialized projects containing a high number of complex, difficult, and sensitive tasks, and assignments. Positions at this level are distinguished from those in the lower classification of Administrative Analyst II by their performance of more difficult and complex work requiring independent judgment and decision-making for more complex departmental issues and based on providing supervision of staff or technical activities.

Supervision Received and Exercised

Receives general supervision from assigned supervisory or management personnel.

May exercise functional and technical supervision of lower-level personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Performs complex professional analytical and technical duties related to developing grants, projects, technical assessments, and policy development.
2. Coordinates development of department expense and revenue projections, analysis and administration, and develops trend assessments of all budget items.

3. Serves as a project lead over a team responsible for developing and configuring management plans supporting the development of complex programs; and defines and recommends processes for various technical environments.
4. Reviews existing and future programs and agreements to ensure efficiency of administration and cost effectiveness. Provides recommendations for improvements.
5. Compiles and analyzes information, evaluates options, prepares, and presents recommendations for review by management and may findings directly to the Board of Directors.
6. Assists in development and implementation of policies, procedures, goals and objectives.
7. Conducts detailed and complex organizational studies pertaining to workflow, time and cost factors, administrative systems, records and filing systems, procedures, staffing levels, and organizational structures to determine potential areas for organizational improvement.
8. Oversees a variety of special projects; prepares a wide variety of reports, manuals, procedures, and publications; and conducts policy and legislative analysis.
9. Coordinates assigned work with related activities by other departments, governmental organizations and public organizations; and identifies interdepartmental cooperation opportunities.
10. Oversees grant services by providing assistance to staff completing grant applications. Works with departments by assisting staff in meeting and understanding grant requirements so all aspect of grant compliance are addressed. Maintains continuing and effective rapport with staff in various local, regional, state and federal offices to ensure timely knowledge of grant related information; negotiates resolutions of eligibility and compliance issues.
11. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, management, staff and the public.
12. Represents the District on regional coordination groups.

Financial/Budget Support:

1. Develops and directs the implementation of goals, objectives, policies and procedures and work standards for the administrative support function of the department.
2. Directs departmental operations on fiscal matters, including budget development, monitoring and control, including departmental oversight of financial transactions.
3. Oversees and coordinates the development of the department's or multiple departments' operating, capital, and revenue budgets in coordination with other divisions.
4. Monitors the budget and takes corrective action at the fund level for multiple enterprise and governmental funds.
5. Ensures adherence to codes, applicable laws, regulations and guidelines relating to administrative and financial activities.

6. Represents the department in interpreting and explaining financial, administrative and operational plans and documents to District officials, auditors, other agencies and the general public. May train individuals, departments, or groups.
7. Coordinates and prepares requests for grant funds and appropriate records and cost reports to various funding agencies.
8. Performs analytical work in the development and management of grants and contracts and the management of department level procurement and/or personnel functions, based on established budgets.
9. Prepares substantial planning documents such as impact fee studies, long-term operational management plans, and other policy development and implementation studies.
10. Establish positive working relationships with representatives of community organizations, state/local agencies and associations, management and staff and the public.

Qualifications

Knowledge of:

- Principles, practices and methods of administrative and organizational analysis.
- Principles and practices of program and budget development and implementation.
- Grant writing and administration.
- Public administration policies and procedures.
- Principles, structuring and organization of municipal agencies.
- Methods and techniques of supervision, training, evaluation and motivation.
- Basic principles of mathematics.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practice and equipment; modern office equipment including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling and grammar.

Ability to:

- Analyze financial budgetary, administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions and communicate results with management, staff, and/or the public.
- Develop and coordinate work programs and grants.
- Develop and administer a budget.
- Prepare clear and concise administrative documents and reports.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Implement, explain and apply applicable laws, codes and regulations.
- Train, supervise and motivate assigned staff.
- Read, interpret and record data accurately.
- Perform mathematical calculations quickly and accurately.
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.

- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Train individuals, departments, or groups in areas pertaining to expertise (i.e. financial, personnel, research) analyze a complex issue, develop and implement an appropriate response.
- Communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships.
- Operate an office computer and variety of word processing, spreadsheet, presentation, financial and other software applications. Develop, analyze, proofread and maintain Excel spreadsheets.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Equivalent of seven years of directly related analyst experience, including two years of project management experience.

Education:

Bachelor's degree in business, public administration or a related field. A Master's degree in a related field is highly desirable.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise. Some duties may include working in an outdoor environment, depending on assignment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.