

EXHIBIT 7- B

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

CONSERVATION ANALYST

*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.*

DEFINITION

To assist the Water Demand Manager by leading, overseeing, and participating in the more complex and difficult work designed to comply with the District's water permitting process and encourage water conservation. To receive and process water permit applications, review plans, and issue water permits. To conduct surveys, compiling, interpreting and analyzing data related to water use and demand for large projects. To review environmental documents prepared by other agencies for potential impact on the District's water supply and assist in the formulation of water management plans in the areas of demand forecasting, historical trends in water use, water conditions and water savings. To assist other agencies and the general public in understanding conservation and water demand management.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Conservation series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series and function with minimal supervision and guidance. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Demand Manager.

Exercises day-to-day technical and functional supervision over lower level Water Demand Division staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS — *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Receives and processes water permit applications, reviewing plans, and issuing water permits.
2. Stays abreast of Federal, State and local environmental laws and review processes, identifying specific District actions, evaluations, and products required for compliance.
3. Reviews architectural construction plans to analyze potential water use expansion and determine compliance with District, State and Federal regulations.
4. Interprets application rules to specific projects and calculates water demand required for the project.
5. Assists the public, in person, over the phone, and in writing on the interpretation of District rules and regulations related to permit requirements; provides information on how to meet water efficiency standards on specific properties.
6. Advises architects, realtors, and project planners and representatives from other agencies regarding permit procedures and interpretation of ordinances.
7. Analyzes water use on site, as it relates to permit applications and makes recommendations to property owners on actions to save water and conform to permit requirements.

8. Processes applications for Confirmation of Exemption for Water Distribution Systems and Water Distribution Systems permits.
9. Stays abreast of District and State laws related to the application requirements for water supply systems; advises applicants of the legal mandates and coordinates with applicants, District staff and other agencies to ensure that application forms are completed properly, CEQA review is sufficient, and public notice periods are adhered to properly.
10. Prepares Confirmation of Exemption for Water Distribution Systems for General Manager and District engineering staff; tracks staff effort and bills applicant for time expended.
11. Analyzes technical memorandums and reports; interprets legal documents to determine ownership of properties with limitations of use. Performs extensive deed restriction review and determination.
12. Processes applications for new and refurbished landscapes subject to the District's Model Water Efficient Landscape Ordinance. Interprets ordinance provisions to applicants, conducts inspections, receives certifications and evaluates estimated water savings for accuracy.
13. Develops and implements new water conservation programs for residential and commercial customers. Conducts the most technical water conservation audits, estimating water savings for large complex properties and accessing engineering reports from third party agencies.
14. Plans and directs development and communication of information designed to keep the public informed of the District's Water Conservation Programs, projects, accomplishments, and District positions on relevant issues.
15. Plans and organizes, and participates in community outreach events, including training workshops; updates the District website and Facebook page.
16. Works on management of the overall Water Allocation Program for the District, including tracking of water use, available supply, and permit activity. This includes management of Water Entitlements.
17. Compiles statistics on permits issued and makes estimates of water demand; prepares monthly water allocation report for the Board.
18. Gathers, analyzes, and interprets data and information related to water use, billing, rates, and demand; develops information resources on water management programs and water conservation.
19. Develops and maintains database to track water use by demand source and produces reports of activity in each jurisdiction.
20. Responds to the public and other public agency requests for information and water management programs; works to inform and educate the public regarding water supply and demand and water management issues.
21. Provides day-to-day supervision to Conservation Representatives and Conservation Technician. Provides assistance and training in inspections, water efficiency standards, and procedures. Reviews work for accuracy, proper work methods and compliance with laws and regulations.
22. Provides assistance to the Water Demand Manager in the development of new ordinances and preparation of annual mitigation program reports, in conjunction with other District staff.
23. Represents the District in meetings and on committees, as assigned.
24. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a water conservation program.
The principles and practices applied to the planning and management of water supply
Advanced water conservation methods, devices and ordinances.
Advanced water conservation research practices.
General principles of supervision.
The principles and practices of statistical analysis
Accounting principles and practices.
Word processing, database and spreadsheet software.
Record keeping methods and techniques.
Modern office procedures, methods and computer equipment.
Principles of mathematics.
Pertinent Federal, State, and local laws, codes and regulations related to water conservation
Applicable laws and regulations related to water resource planning such as the federal and state
Endangered Species Acts, the California Environmental Quality Act, and the National Environmental
Policy Act.

Ability to:

Perform research, collect, analyze, compile, and evaluate economic, technical, and statistical data
Interpret policies and procedures; maintain program records, cost estimates, and financial
transactions, and make recommendations pertaining to water conservation programs.
Read and interpret complex water conservation rules and specific applications.
Perform day-to-day supervision of staff.
Perform mathematical calculations accurately and quickly.
Operate a computer and modern office equipment.
Prepare clear and concise reports and correspondence.
Manage and analyze large data sets.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines — *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience

Three years of increasing responsible experience in water conservation and landscape management, performing customer consultation, water usage investigation and analysis and program implementation for residential and commercial customers.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, urban planning, public administration or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, Certification as a Landscape Irrigation Auditor within one year of hire.

Possession of or ability to obtain, Certification as a Water Conservation Practitioner within one year of hire.

WORKING CONDITIONS

The conditions herein 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 job functions.

Environmental Conditions:

Office and field environment; exposure to computer screens, work closely with others and work alone; exposure to dust, atmospheric conditions and slippery and uneven conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; light to moderate lifting and carrying; use of both hands, fingers, arms and legs.

Vision:

See in the normal visual range with or without correction; vision sufficient to conduct inspections; specific vision abilities required by this job include close and distant vision and depth perception.

Hearing:

Hear in the normal audio range with or without correction.