



# Marina Coast Water District

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## DISTRICT ANALYST I/II/III

### DEFINITION

Under general supervision to general direction, performs a range of responsible and varied professional analytical duties and responsibilities in support of an assigned function, program, or department including responsibility for the management and administration of program/project activities; recommends action and assists in policy, procedure, work methods, and budget development and implementation for area(s) of assignment; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

District Analyst I: Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

District Analyst II: Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

District Analyst III: Receives general direction from assigned management personnel. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

District Analyst I: This is the entry-level classification in the District Analyst series. Initially under close supervision, incumbents learn and perform responsible and varied professional level duties and responsibilities in support of an assigned function, program, or department while learning District policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the District Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

District Analyst II: This is the journey-level classification in the District Analyst series. Positions at this level are distinguished from the District Analyst I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

District Analyst III: This is the advanced journey-level classification in the District Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment.

Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services/complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

Positions in the District Analyst class series are flexibly staffed; positions at the District Analyst II level are normally filled by advancement from the District Analyst I level and positions at the District Analyst III level are normally filled by advancement from the District Analyst II level. Progression to the District Analyst II or III level is dependent on (i) management affirmation that the incumbent is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and, (iv) management approval for progression to the District II or III level.

## **EXAMPLES OF DUTIES (Illustrative Only)**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the District Analyst I level may perform some of these duties and responsibilities in a learning capacity.

- Provides responsible professional and technical assistance in resolving operational and administrative problems; identifies problem areas and issues; plans, organizes, coordinates, directs and/or conducts administrative and/or management studies relating to the activities or operation of the assigned function, program, or department; conducts complex surveys, research and analysis on administrative, fiscal and operational issues; analyzes alternatives and makes recommendations regarding such areas as staffing, facilities, equipment, cost analysis, productivity, and policy and/or procedure modifications.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions.
- Provides staff assistance to management staff; participates in and provides staff support to various committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Plans, coordinates, implements, promotes, and oversees assigned programs, projects, and initiatives; oversees and participates in the development and implementation of program/project goals, objectives, policies, procedures, and priorities; oversees and participates in the development and implementation of strategies and work plans for the achievement of these goals; drafts reports and recommendations on assigned projects.
- Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs/projects; oversees or performs the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; monitors project success using appropriate tracking and feedback systems.
- Coordinates assigned services and program/project activities with those of other District programs, functions, departments, and staff, as well as external agencies, groups, and the public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy.
- Coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment; represents the assigned area to public and private

groups, organizations, and other District groups; provides information and assistance as appropriate.

- Participates in the preparation of the annual budget; maintains and monitors appropriate budgeting controls; monitors expenditures and/or capital improvement project activity throughout the year.
- Builds databases and spreadsheets of financial, budgetary, and other data; prepares comprehensive technical records and reports to present and interpret data, identify alternatives, and makes recommendations.
- Independently performs complex and responsible analytical work in support of departmental functions, programs, goals, and objectives; participates in the development and implementation of departmental policies and procedures; ensures compliance with mandated requirements and regulations.
- Establishes and maintains contact and working relationships with all District departments, local, state, and federal agencies, and other work-related entities for acquisition of necessary information, and/or for the implementation of cooperative programs and activities.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to assist individuals with disabilities to perform the essential functions.

### Knowledge of:

Positions at the District Analyst I level may possess some of these knowledge and abilities in a learning capacity.

- Principles and practices of public administration; organization and operation of municipal government.
- Fund accounting and the use of governmental funds including enterprise and internal service funds.
- Principles and practices of program development and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs related to area of assignment.
- Principles and practices of contract negotiation, preparation, and monitoring.
- Principles and applications of critical thinking and analysis.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Record-keeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- District and mandated safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, direct, coordinate and evaluate programs; oversee and participate in the development and administration of program goals, objectives, and procedures.
- Perform a range of professional analytical, programmatic, and administrative duties involving the use of independent judgement and personal initiative.
- Collect, evaluate, and interpret varied information and data; conduct complex research on a wide variety of accounting, financial, and budgetary issues, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Think creatively and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Evaluate and prepare recommendations for changes to policies and procedures and in compliance with department needs and objectives.
- Prepare clear and concise technical, administrative, financial reports, tables, schedules, summaries, and other materials in statistical and narrative formats.
- Manage and monitor contracts and agreements.
- Identify and respond to community and organizational issues, concerns, and needs.
- Research, interpret, summarize, and present financial and programmatic information and data in an effective manner.
- Read and interpret plans and specifications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently coordinate multiple projects, organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

### **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

#### Education:

- Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, accounting, finance, STEM related fields, or a related field. Possession of a Master's degree in business administration, public administration, accounting, finance, STEM related fields, or a related field may be substituted for experience up to two years.

Experience:

- District Analyst I: No experience required. One (1) year of experience performing responsible analytical duties is preferred.
- District Analyst II: Three (3) years of increasingly responsible experience performing analytical duties, equivalent to the District Analyst I level with the District.
- District Analyst III: Five (5) years of increasingly responsible professional experience performing analytical duties, equivalent to the District Analyst II level with the District.

**Licenses and Certifications:**

Valid California class C driver's license with satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

**FLSA: Non-Exempt, eligible for overtime.**

**Bargaining Unit: MCWD Employees Association**