



Santa Ana Watershed Project Authority
invites applications for the position of:

Business Analyst I



11615 Sterling Avenue, Riverside, CA 92503 | 951.354.4220
www.sawpa.org



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SAWPA is seeking candidates for a Business Analyst I position at its office in Riverside, California. SAWPA is a dynamic, fast paced environment with a team of energetic and multi-talented professionals. A leader in integrated watershed planning, SAWPA is known for its innovative “One Water One Watershed” Integrated Water Resource Plan. SAWPA’s enterprise includes ownership and operation of the Inland Empire Brine Line, a regional brine line designed to convey 30 million gallons per day (MGD) of non-reclaimable wastewater from the upper Santa Ana River Basin to the ocean for disposal, after treatment. SAWPA ensures long-term viability and sustainability of the Inland Empire Brine Line, as well as planning for future capacity needs.

This position is responsible for performing a variety of recurring tasks to more complex technical analysis in support of business and managerial functions. Incumbents work with department personnel to document processes and formulate solutions. Work requires business analysis capabilities, strong critical thinking and communication skills, and the ability to successfully integrate ideas and effort of technical and non-technical staff. Must exercise independent, sound judgment in the interpretation and implementation of processes, data management and analysis, creation of specialized databases, spreadsheets and reports, and development of applicable systems and techniques.

PARTIAL SUMMARY OF BENEFITS

SALARY

\$ 66,679 - \$ 81,049/Annually [DOQ]

- 12 Vacation Days
- 12 Sick Leave Days
- 11 Holidays
- 9/80 Work Schedule
- CalPERS (2%@55; 2%@62)

THE POSITION (Posted: **2/2/2018**. Recruitment remains open until filled and may close at any time.)

Under general supervision, performs a variety of recurring tasks to more complex technical analysis of data and information in support of managerial and business functions; assists in formulating and implementing procedures for utility and business processes; identifies data requirements based on analysis and presents results in a streamlined, graphical presentation; reviews and evaluates data to make recommendations on process and procedure changes; develop, implement, and monitor performance criteria.

EXAMPLES OF DUTIES/RESPONSIBILITIES

PLEASE NOTE: The duties listed below are intended only as illustrations of the work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

- Conduct analysis of business, pretreatment and utility (brine line) operations.
- Prepare and review reports, technical documents and studies; determine impact; make recommendations.
- Perform research and statistical analyses on operational problems; recommend appropriate actions based on analysis of gathered data.
- Participate in design and implementation of new and revised programs, systems, procedures and methods of operation.
- Develop and monitor control and reporting procedures as assigned.



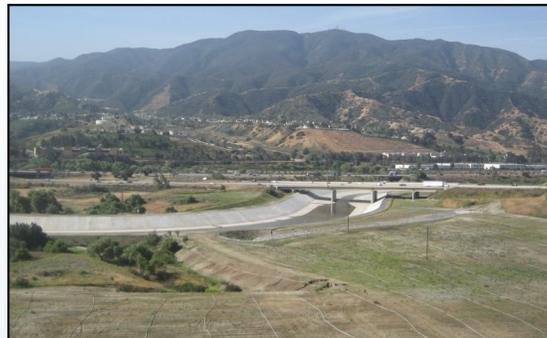


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- Compile materials; assist in preparation of reports, manuals and publications.
- Assist in coordination of agency activities, inclusive of other member and governmental agencies.
- Attend and participate in meetings as required.
- Participate in preparation of revenue and expense forecasts.
- Assist in website administration, data collection and analytics.
- Monitor existing grant programs and perform data analysis as directed.
- Review and recommend work flow improvements, procedures, utilization of equipment and forms; prepare illustrative documentation.
- Coordinate documents responsive to requests for public records as directed.
- Prepare a variety of correspondence, resolutions, ordinances and other documents as directed.
- Build databases and spreadsheets of operations and maintenance, pretreatment, budgetary and other data.
- Participate in the development and preparation of training materials and handouts; develop and maintain user documentation.
- Coordinate with department management and end users to define and analyze business and operational problems, process improvement opportunities and requirements.
- Maintain up-to-date technical knowledge by attending education workshops, reviewing professional publications, establishing personal networks and participating in professional associations.



JOB RELATED AND ESSENTIAL QUALIFICATIONS

- General principles and practices of special district administration.
- Principles of database management and administration and development concepts; principles of project management.
- Pertinent federal/state codes and regulations.
- Research and reporting methods and procedures.
- Office procedures, methods and equipment including computers, smartphones, tablets and applicable applications including word processing, spreadsheets and databases.
- Graphics, database, spreadsheet, presentation and word processing software applications at an intermediate proficiency or higher.
- Principles and procedures of records management and workflow software applications, including OnBase.
- Spelling, grammar and punctuation.
- Research, analyze and evaluate programs and procedures.
- Prepare clear and concise correspondence and reports on a variety of assigned projects.
- Conduct research on a wide variety of managerial and business functions.
- Perform responsible and difficult work involving the use of independent judgment and initiative.
- Plan, organize, and carry out assignments with general supervision and direction.
- Interpret federal, state and local policies, procedures, laws and regulations, as directed.
- Develop and assist in budget administration.
- Analyze data and draw logical conclusions.
- Detail-oriented.
- Apply critical thinking to reach sound, logical conclusions regarding user needs and business requirements.
- Prepare and maintain accurate and complete reports and records.
- Prepare clear, concise and comprehensive data analyses.
- Utilize graphics, database, spreadsheet, presentation and word processing software applications at an intermediate proficiency or higher.



EXPERIENCE, EDUCATION AND TRAINING

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

- Experience: Three (3) to five (5) years of experience, preferably within a local government environment, in the collection, compilation and analysis of data involving financial, budgetary, or utility issues is desirable.
- Training/Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field.
- License: A valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.

PERSONAL CHARACTERISTICS

- Self-starter professional, problem solver
- Ethical and trustworthy
- Skilled communicator (verbal/written)
- Creative and resourceful
- Customer service oriented

APPLICATION PROCESS

Position is open until filled and may close at any time. We invite interested candidates to visit SAWPA's website at www.sawpa.org/employment-opportunities for more information. Interested applicants must submit a completed SAWPA employment application, cover letter and resumé, Attn: Kelly Berry, 11615 Sterling Avenue, Riverside, CA 92503, or at jobs@sawpa.org. **NOTE:** The email subject line should contain the words "Business Analyst I Recruitment". The first review of applications will be on **February 27, 2018**.

SAWPA is an Equal Opportunity Employer-M/F/D/V.



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