



VALLEY WATER
invites applications for the position of:
**Vegetation Field
Operations Staff
Analyst**

An Equal Opportunity Employer

SALARY: \$7,976.80 - \$10,204.13 Monthly

OPENING DATE: 09/28/21

CLOSING DATE: 10/11/21 11:59 PM

DESCRIPTION:

Vegetation Field Operations Unit (Position Code 095)

COVID-19 vaccination requirement:

***To protect our most valuable assets, our employees, as well as the communities we serve, Valley Water requires all new hired Valley Water personnel to be fully vaccinated (for COVID -19) or to be formally excused from the requirement through the **reasonable accommodation process (for details, see bottom of job posting).**

Overview:

Do you have strong administrative and analytical skills you want to build to even greater heights? Do you have at least three (3) years of experience with those skills in addition to pulling reports, invoicing, budgeting, and forecasting? Is your ideal work environment one that is fast paced where multi-tasking, teamwork, and technical support reign supreme? Then our Vegetation Field Operations Staff Analyst may be the right position for you!

The Staff Analysts will be responsible for report generation, maintaining tracking spreadsheets, generation and preparation of purchase requests, requests for proposal and standing orders, gathering data for public records requests.

Key Responsibilities include, but are not limited to:

- Generate, submit, invoice, all documents pertaining to Request for Proposals (RFPs), Purchase Requests (PRs) and Standing Orders (SOs) and assist Unit Manager with submitting position requests, check requests and various other forms.
- Other tasks will include updating tracking spreadsheets and other information for various vegetation management programs, updating costs per acre for each activity annually utilizing Peoplesoft and Maximo (software database) reporting systems.
- This position will run quarterly reports in preparation for the annual end of year compilation of data for the National Pollution Discharge Elimination System (NPDES) report and will run herbicide reports for the monthly submission to County Agricultural Commissioner.
- Maintain professional organizations membership for staff and renewals, manage office supplies.

Ideal Candidate's Background Includes:

Applicants whose experience and background best match the ideal experience, knowledge, skills, abilities, and education are considered ideal candidates for the position. To determine the top candidates, each applicant will be assessed based on the ideal candidate criteria as listed below.

Ideal Experience:

Three (3) years of experience handling a variety of administrative support and technical duties.

Ideal Skills and Abilities:

- Interpret, summarize, and present administrative and technical information and data.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations, technical written material, and Valley Water policies and procedures.
- Recommend and implement modifications to existing programs, systems, and procedures.
- Make mathematical, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks.
- Develop and use spreadsheets and databases.
- Communicate clearly and concisely, both orally and in writing.

Ideal Knowledge:

- Statistical and research methods.
- Best practices for office procedures, methods, and equipment.
- Financial recordkeeping.
- Principles of business writing and report preparation.

Ideal Training and Education:

Equivalent to an associate degree from an accredited college or university with major course work in a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of two years.

REQUIRED LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license. Individuals who do not meet the driver's license requirement due to a disability will be considered for a reasonable accommodation on a case-by-case basis.

To review the Classification Specification, please click [here](#)

SELECTION PROCESS:

- (1) The selection process may include one or more of the following: application review, application assessment, performance exercise, written exercise and/or interview.
- (2) The Employment Application, Qualifying Information Questions and/or Supplemental Questions will be evaluated based on the ideal candidate criteria listed above. Resumes are highly recommended.

NOTE: Position and start date is subject to availability of funds. Valley Water retains the right to repost this position as deemed necessary.

Consideration may be given to existing applicant pools within the same classification.

COVID-19 vaccination requirement:

* Fully vaccinated means (1) it has been at least two weeks since a person has completed the entire recommended series of a COVID-19 vaccine, and (2) the person has provided proof of vaccination in a form consistent with the requirements for verification of vaccine status in the State of California's July 26, 2021 Public Health Officer Order.

****Limited Exemptions to Vaccination Requirement**

An individual who has been provided a job offer may request a reasonable accommodation to the vaccination requirement if they:

1. Have a contraindication recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccine's manufacturer to every approved COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable;
2. Have a disability and are requesting an exception as a reasonable accommodation based upon this disability; or,
3. Object to COVID-19 vaccination based on their sincerely held religious belief, practice, or observance.

Valley Water's Equal Opportunity Non-Discrimination Policy is available for review upon request.

Valley Water will make reasonable efforts in the examination process to accommodate persons

with disabilities. Please advise Human Resources in advance of any special needs by calling 1-408-630-2260.

Please be aware that once submitted all application materials become the property of Valley Water and will not be returned. Human Resources staff are not authorized to make copies of application materials for applicants.

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APPLY ONLINE AT:
<https://www.valleywater.org>

Job #01356-E
VEGETATION FIELD OPERATIONS STAFF ANALYST
LH

OUR OFFICES ARE LOCATED AT:
5750 Almaden Expressway
San Jose, CA 95118
1-408-630-2260
recruit@valleywater.org

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Vegetation Field Operations Staff Analyst Supplemental Questionnaire

- * 1. I acknowledge that I have entered my Work Experience and Education on the employment application and I am aware these are required fields. If they are not completed, the application is considered incomplete and I will be disqualified as an applicant for the position.
 Yes No

- * 2. Please answer the supplemental questions thoroughly, clearly and concisely as the responses provided (along with the entire application package) will be carefully reviewed to determine which candidates will move forward in the recruitment process. I have read this information and am aware of the importance of responses to the supplemental questions.
 Yes No

- * 3. I acknowledge and understand that upon selection, and as part of the conditions of employment, I will be required to show proof of COVID-19 Vaccination. Valley Water requires all new hired Valley Water personnel to be fully vaccinated (for COVID -19) or to be formally excused from the requirement through the reasonable accommodation process.
 Yes No

- * 4. Do you have an associate degree or higher from an accredited college or university with major course work in business administration or a related field?
 Yes No

- * 5. How many years of experience do you have handling a variety of administrative support and technical duties?
 0-3 Years
 3+ Years

- * 6. Do you live within 150 mile radius of Valley Water Headquarters (5750 Almaden Expressway, San Jose, CA)?
 Yes No

- * 7. Please concisely summarize your education and experience that makes you a great fit for this position.

* 8. Describe your experience providing program support such as assistance with invoice tracking, budget coordination/reporting, workflow tracking, drafting contracts and interfacing with the public.

* 9. Describe your experience, including the number of years, utilizing software systems or databases (please include which ones) to store information and generate reports. Include your experience and proficiency with the Microsoft Office Suite, including the functions you use.

* Required Question