



WATER RESOURCES

Summary

Water Resource Professionals (WRP) protect, manage, develop, oversee and administer the water resources of the state of New Mexico for the benefit of all its citizens. Water Resource Professionals create models and other management systems that help predict future uses and they develop other systems to help ensure that citizens are provided with a sustainable supply of clean, uncontaminated water for drinking, living, and other recreational purposes. Water Resource Professionals oversee the design and construction of these water management systems and they often oversee the maintenance of these systems as well.

Water Resources Professional I

Jobcode: EWRP20

Pay Band: ED

FLSA Status: Non-Exempt

Distinguishing Characteristics

The Water Resources Professional (WRP) I is the entry level of the Water Resources Series and is accountable for field inspections and field (including well) investigations. Work is performed under direction of a higher-level professional.

Recommended Education and Experience for Full Performance

Bachelor Degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science/Planning, Water Resources, Watershed Management, Emergency Management or Engineering) and four (4) years of relevant experience.

Minimum Qualifications

Bachelor Degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Emergency Management or Engineering) and two (2) years of relevant experience.

*Essential Duties and Responsibilities**

- Conducts field inspections and investigations which may include: stream flow measurements, stream gage operations, groundwater data collection, and any associated hydrologic calculations related to water quantity, quality or both.
- Assist Water Resource Manager with the administration of New Mexico's Surface and Ground Water resources.
- Performs stream flow measurements, stream gage operations, water level measurements, water quality sampling and testing, water rights application analyses, water resource permit reviews, water infrastructure capacity assessments, flood plain management, watershed planning, natural hazard mitigation, compact accounting and hydrologic calculations/evaluations, office research and analysis, data management, and drafting technical reports basic water data collection and analysis, including groundwater or surface water analysis or both and calculation of irrigation water requirements.
- Reviews and makes recommendations on low complexity groundwater and surface water rights documents and applications in accordance with applicable rules and regulations.
- Performs technical and managerial capacity assessments of water utilities.
- Oversees and monitors permittees to ensure compliance with permit conditions.
- Maintains data management systems.
- Assist with Water Master duties.
- Runs basic hydrology models with defined templates within predefined models. Water resources work performed at this level is well defined, for which there are precedent, templates and models.
- Serves as expert witness under guidance of supervisor on water resource matters of limited complexity.

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- Provides thorough, professional, prompt, and courteous customer service.

Water Resources Professional II

Jobcode: EWRP23

Pay Band: EE

FLSA Status: Exempt

Distinguishing Characteristics

The Water Resources Professional II is the second level of the Water Resources Series and performs the duties of the WRP 1 at a higher level of complexity; reviews and approves technical reports, performs basic modeling, develops memoranda, agreements and scopes of work, and manages specific work tasks.

Recommended Education and Experience for Full Performance

Bachelor Degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science/Planning, Water Resources, Watershed Management, Emergency Management or Engineering) and six (6) years of relevant experience.

Minimum Qualifications

Bachelor Degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science/Planning, Emergency Management, Water Resources, Engineering) and four (4) years of relevant experience.

Essential Duties and Responsibilities*

- Performs standard water resources assignments characteristic of the WRP1 of limited to moderate complexity in accordance with specifications, policies and guidelines.
- Performs water data collection and analysis of moderate complexity, including groundwater or surface water analysis or both and calculation of irrigation water requirements.
- Reviews and makes recommendations on moderately complex groundwater and surface water rights documents and applications in accordance with applicable rules and regulations.
- Reviews water infrastructure project interest forms and funding applications and determines readiness to proceed.
- Performs capacity assessments of water utilities.
- Assist Water Resource Manager with the Administration of New Mexico's Surface and Ground Water resources.
- Oversees and monitors agency compliance with federal and state regulations includes federal program grants to ensure compliance.
- Runs moderately complex hydrology models with defined templates within predefined models. Water resources work performed at this level is well defined, for which there are precedent, templates and models.
- Perform Water Master duties.
- Serves as expert witness under guidance of supervisor on moderately complex water resource matters.
- Provides thorough, professional, prompt, and courteous customer service.
- Maintains data management systems.
- Works within defined standards and procedures.
- This level is a professional individual contributor with working knowledge of water resource principles and practices.
- May perform stream flow measurements, stream gage operations, hydrologic calculations, data management and analysis, including groundwater analysis and/or surface water analysis of limited to moderate complexity and related to water quantity, quality or both

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- Performs independent water resource inspections and investigations of moderate complexity and makes recommendations for administrative decisions.
- Independently perform calculations and analyses to evaluate the hydrologic impacts of various projects and proposals.
- Evaluates data, performs in depth data analysis using spreadsheet analytics, computer models and GIS databases.
- Prepares technical water resource reports for review and approves basic level technical reports.
- Participates in interagency water management/planning efforts to effectively manage water resources at the local, regional and/or basin or interstate scale.
- Provides technical assistance to senior staff/stakeholders for decision making purposes and/or public outreach events.
- Manages specific projects which may include development of agreements and scopes of works, and oversight/management of outside contracts/consultants with specific intended outcomes.

Water Resources Professional III

Jobcode: EWRP26

Pay Band: EF

FLSA Status: Exempt

Distinguishing Characteristics

The Water Resources Professional III is the third level of the Water Resources Professional series and performs moderately complex water resource inspections and analyses relating to water quantity and quality and water rights, including making recommendations for administrative decisions.

Recommended Education and Experience for Full Performance

Bachelor Degree or higher in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources or Engineering) and eight (8) years of relevant experience.

Minimum Qualifications

Bachelor Degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources or Engineering) and six (6) years of relevant experience.

Essential Duties and Responsibilities*

- Performs professional water resources work of both standard and varied assignments of a moderate to complex nature relating to groundwater, surface water, or water rights. This position may be tasked with investigations for which no agency specific guidelines yet exist..
- Reviews and makes recommendations on moderately complex groundwater and surface water rights documents and applications in accordance with applicable rules and regulations.
- Oversees and monitors permittees to ensure compliance with permit conditions.
- Reviews water infrastructure project interest forms and funding applications and determines readiness to proceed.
- Perform Water Master duties.
- Performs capacity assessments of water utilities.
- Serves as expert witness on moderately complex water resource matters.
- Provides thorough, professional, prompt, and courteous customer service and outreach.
- Performs complex water resource inspections and makes recommendations for corrective actions.
- Develops, refines, updates and runs complex hydrologic models.
- Evaluates data, performs in depth data analysis and calculations and prepares technically complex water resources reports for review.

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- May provide technical guidance to lower level professional individual contributors.
- Manages multiple contracts/work assignments and is responsible for their completion. .
- Serves as agency lead in interagency water management/planning efforts to effectively manage water resources at the local, regional and/or basin or interstate scale.
- Directs work efforts of entry- or junior level professionals on discrete tasks as part of project management, but does not supervise these employees.

Water Resources Professional IV

Jobcode: EWRP30

Pay Band: EG

FLSA Status: Exempt

Distinguishing Characteristic

The Water Resources Professional IV is the senior level of the Water Resources Professional series and performs project planning, budgeting and project management of complex water resources projects.

Recommended Education and Experience for Full Performance

Master degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources or Engineering) and ten (10) years of relevant experience in Water Resources.

Minimum Qualifications

Bachelor degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources or Engineering) and eight (8) years of relevant experience in Water Resources.

Essential Duties and Responsibilities*

- Complex design and review in designated water resource discipline.
- Creates and develops complex ground water/surface water models.
- Participates in the preparation of new rules and regulations and the revision of existing rules and regulations.
- Perform high level Administration of New Mexico's Surface and Ground Water Resources.
- Reviews proposed changes to statutes and their impact.
- Serves as expert witness on complex water resource matters.
- Mentors lower level professional individual contributors.
- Exercises decision making authority within approved parameters on complex/large impact water resources projects and/or high profile water resources issues.
- May act as a representative of the State on interstate water issues.
- Serves as source of testimony and expert advice to entities such as the Legislature, Committees, Courts, Commissions and external water resources businesses.
- Provides contract oversight and supports resource allocation decisions.
- Coordinates work with other water resource professionals including any relevant local, state or federal agencies.
- Serves as project lead, directing work assignments of junior level professionals.

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Water Resources Manager 1

Jobcode: EWRX30

Pay Band: EG

FLSA Status: Exempt

Distinguishing Characteristics

The supervision, development and leadership over professional water resource staff that includes the WRP1 thru WRP4 and Engineering Technicians (ET) I thru IV staff in all aspects related to the administration of New Mexico's Water Resources. Supervision of 2 or more FTE professional individual water resources staff performing technical analysis related to water resource management.

Recommended Education and Experience for Full Performance

Master Degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources or Engineering) and ten (10) years of experience in Water Resources, five (5) years of which must be in a supervision role.

Minimum Qualifications

Bachelor Degree in a relevant Water Resources discipline (Agriculture Science Hydrology, Geology, Environmental Science, Water Resources, Surveying or Engineering) and eight (8) years of experience in Water Resources.

*Essential Duties and Responsibilities**

- Provides administrative and technical supervision through the leadership of a team of professional individual water resources staff and may also include supervision of vocational individual engineering staff.
- Accountable for the results of the team's work outcomes and integration, with other teams as appropriate.
- Perform high level Administration of New Mexico's Surface and Ground Water resources.
- Plans and directs work of allocated resources of the team.
- Ensures work of the team is performed in accordance with overall management objectives.
- Reviews and reports on work progress and outcomes.
- Acts as a technical resource to the team in relevant field of water resources discipline.
- Perform water resource work at a high professional level.
- Acts as project manager when designated.
- This position will review technical recommendations from junior staff on surface water and groundwater water right applications in basins administered by the OSE.
- Ensure application reviews are in accordance with state law and the rules and regulations of the OSE
- Ensure permit holders are in compliance with permit conditions.
- Ensure other related water right documents are processed in a timely manner.
- Ensure junior staff provides customers with accurate information relating to water right issues.
- This position will review the validity of a water right from assigned staff.
- This position will review, interview, and make hiring staff selection recommendations in accordance with SPO and HR guidelines.
- May act as a representative of the State on interstate water issues.
- Coordinates work with other water resource professionals including any relevant local, state and federal agencies.

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- Serve as source of testimony and provide expert advice to entities such as the Legislature, Committees, Courts, Commissions and external water resources businesses
- May perform work flow duties in the absence of Water Resources Manager (WRM) II.

Water Resources Manager II

Jobcode: EWRX40

Pay Band: EI

FLSA Status: Exempt

Distinguishing Characteristics

Responsible for the complete oversight of the day-to-day control of a district office or section unit and all operations therein. This level of management provides direction to all staff that may include WRM I, WRP I through WRP IV, and staff within the Engineering Technicians (ET) I thru IV in the operations of water resource administration and customer service within the Office of the State Engineer District Offices, Bureaus or other sections to ensure the mission of an agency is carried out and public services are provided to the highest caliber. Supervision of 2 or more FTE professional individual water resources staff performing technical analysis related to water resource management.

Recommended Education and Experience for Full Performance

Master Degree in a relevant Water Resources discipline Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources or Engineering and fourteen (14) years of experience in Water Resources, eight (8) years of which must be in a supervisory role.

Minimum Qualifications

Bachelor Degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources or Engineering) and twelve (12) years of experience in Water Resources, six (6) years of which must be in a supervisory role.

Essential Duties and Responsibilities*

- Provides complete management oversight authority over all staff operations, and customer services in a work place environment.
- Has final review of technical recommendations from junior staff on surface water and groundwater water right applications in basins administered by the respective OSE district offices.
- Provide direction to staff on the Administration of New Mexico's Surface and Ground Water Resources.
- Provides final review of all technical reviews to ensure they are in accordance with state law and the rules and regulations of the OSE
- Ensure permit holders are in compliance with permit conditions.
- Ensure other related water right documents are processed in a timely manner.
- Ensure junior staff provides customers with accurate information relating to water right issues.
- This position has final validity technical reviews from junior staff of surface and groundwater declarations.
- Reviews final hiring staff selection recommendations to ensure they are in accordance with SPO and HR guidelines.
- Ensure all staff MEP packets are processed in a timely manner.
- Represent the OSE at meetings with various political subdivisions.
- Provides constant evaluation of policies and methods of dealing with water right issues and overall water right administration.

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- Accountable for planning, organizing, budgeting, resource allocation and review of assigned water resources functions and staff.
- Accountable for development of plans for assigned organizational units and for delegating achievements of objectives to the relevant teams.
- Identifies, allocates, reorganizes and provides necessary resources to achieve organizational objectives.
- Engage in effective people management activities such as recruitment, training, development, performance management, and customer services.
- Work direction is independent in nature but does receive direction from a higher level manager and at times the State Engineer.
- May act as a representative/expert of the State on intra and interstate water issues
- Coordinates project work with other water resource professionals including any relevant local, state and federal agencies.

Bargaining Unit:

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Conditions of Employment: N/A

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 06/16/2017

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*