

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Permit Technician

DEFINITION

Under general supervision performs routine to complex technical and administrative support functions for an assigned department; provides technical and administrative support in the development, preparation and maintenance of technical reports, permits or licenses, regulatory and compliance data, spreadsheets, correspondence and other related tasks and documentation; collects, analyzes, evaluates, and maintains data from a variety of sources, divisions and departments and prepares necessary monthly, quarterly and annual reports for regulatory oversight agencies; and maintains operational permits and compliance records issued by regulatory agencies.

DISTINGUISHING CHARACTERISTICS

This is a single, technical journey level class where employees within this class perform the full range of duties as assigned including the collection, compilation and generation of a variety of routine and special reports, charts, maps, graphs and other diagrams; maintains data necessary for the proper operation of District programs, retention policies, initiatives, permits, and regulatory reporting. Employees 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Supervisor, Manager and/or Department Head.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Collects, reviews and compiles data from a variety of sources; produces technical reports for submittal to regulatory agencies for permit renewal, regulatory compliance, and or division initiatives.

Maintains District operational permits and licenses specific to the needs and requirements of assigned division, and related facilities and equipment.

Researches, compiles, and tracks a variety of operational data and use said data for special projects and in the preparation of comprehensive reports.

Receives, scans and compiles various data, reports, statements and permits for management approval to support District operations and/or submittal to regulatory agencies.

Generates and prepares a variety of highly technical reports, permits and statements utilizing various database information systems in coordination with input from District personnel engaged in associated tasks.

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Analyzes, calculates and makes recommendations regarding operational efficiency savings related to various District operations, database maintenance, formats, procedures, and data needs.

Completes a variety of monthly, quarterly, semi-annual and annual statistical reports, for management approval, related to division operations.

Performs and provides a wide variety of highly responsible technical and administrative support duties of the division.

Prepares, presents, and explains staff reports and correspondence, and documents the results of technical analysis, permits, and other regulatory statements.

Coordinates and makes travel arrangements for department personnel; maintains appointment schedules and calendars; coordinates meetings with other District departments and divisions and outside agencies; organizes and arranges meetings, conferences and related functions.

Provides technical and administrative support and assistance in assigned department related to specific program initiatives such as permit violations/updates, operational forecasting, regulatory reporting, emergency preparedness, and other regulatory or compliance requirements.

Develops, maintains and archives a variety of files and records for information related to division; maintains manuals and updates resource materials.

Interprets and applies District policies, procedures, and administrative directives, may prepare and revise various operating procedures and develop and revise department forms, as needed.

Communicates laws and regulations in response to inquiries or complaints; refers inquiries as appropriate. May support Department staff in the negotiation and development of various agreements.

Evaluates new and existing legal, administrative and other requirements as they pertain to administrative operations; drafts procedures to ensure compliance and overall effectiveness of staff operations.

Tracks and processes purchase orders and invoices for payments.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Business English. Letter writing formats and technical report preparation. Modern office management practices and procedures including filing system management and the operation of

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a wide variety of office equipment and computer software. Principles and procedures of fiscal and statistical record keeping. Applicable Federal, State, and local laws, codes, programs and regulations. Functions and organization of municipal government. Basic mathematics.

Skill/Ability to:

Perform responsible and complex technical duties involving the accurate collection and compilation of statistical information related to division operations in support of technical reports, permits/licenses, regulatory and compliance data, spreadsheets, correspondence and other related documentation. Interpret and apply administrative and departmental policies, procedures, laws and regulations. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities. Analyze office operations and technical problems, evaluate alternatives and recommend solutions. Compile and maintain operational data and prepare a variety of reports utilizing various database systems and solutions. Operate and use modern office equipment including a computer and related software. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing.

Ability to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 20 pounds or less.

Experience and/or Education:

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

Experience:

Two years of responsible administrative support experience that involved research, statistical database entry, permit and/or regulatory reporting, technical report writing and public contact.

Recent experience utilizing Hansen, Procore, Hach WIMS, and advance level Excel, or equivalent, are desired. Recent experience compiling, analyzing and maintaining a database system in support of permit or regulatory reporting associated with a public utility is highly desired.

Education:

Equivalent to an Associate's degree from an accredited college with major course work in business administration, public administration, finance or a related field.

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SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

 _____ Human Resources Authority	<u>05/16/2018</u> Date
Established: 08/18/2009 Revised: 05/16/2018 FLSA: Non-Exempt Unit: Non-Safety	