Resolution 2025-09

Resolution of the Board of Directors of the Pajaro Valley Water Management Agency

Amending the PV Water Organization Chart

The Board of Directors of the Pajaro Valley Water Management Agency ("PV Water") does resolve as follows:

WHEREAS, the Board desires to reclassify the position of Senior Water Resources Hydrologist to Senior Hydrologist; and

WHEREAS, PV Water's Administration & Finance Committee discussed amending the Organization Chart during its meeting on October 7, 2025, and voted in favor of recommending that the Board adopt the revision contained herein; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Pajaro Valley Water Management Agency does hereby:

1. Reclassify the Senior Water Resources Hydrologist to Senior Hydrologist.
2. Amend the PV Water Organization Chart as shown in Exhibit A.
3. Approve the Senior Hydrologist Job Description as shown in Exhibit B.

PASSED AND ADOPTED by the Pajaro Valley Water Management Agency, County of Santa Cruz, State of California, the 15th day of October 2025, by the following vote:

AYES: **Rider, Bannister, Culbertson, Miller**
NOES: **None**
ABSENT: **Newell, Broz, Hernandez**
ABSTAIN: **None**

Stephen Rider (Oct 16, 2025 10:54:43 PDT)

Stephen Rider, Chair

Stephen Rider
E-signed 2025-10-16 10:54AM PDT
stephen@pvwater.org

Attest:

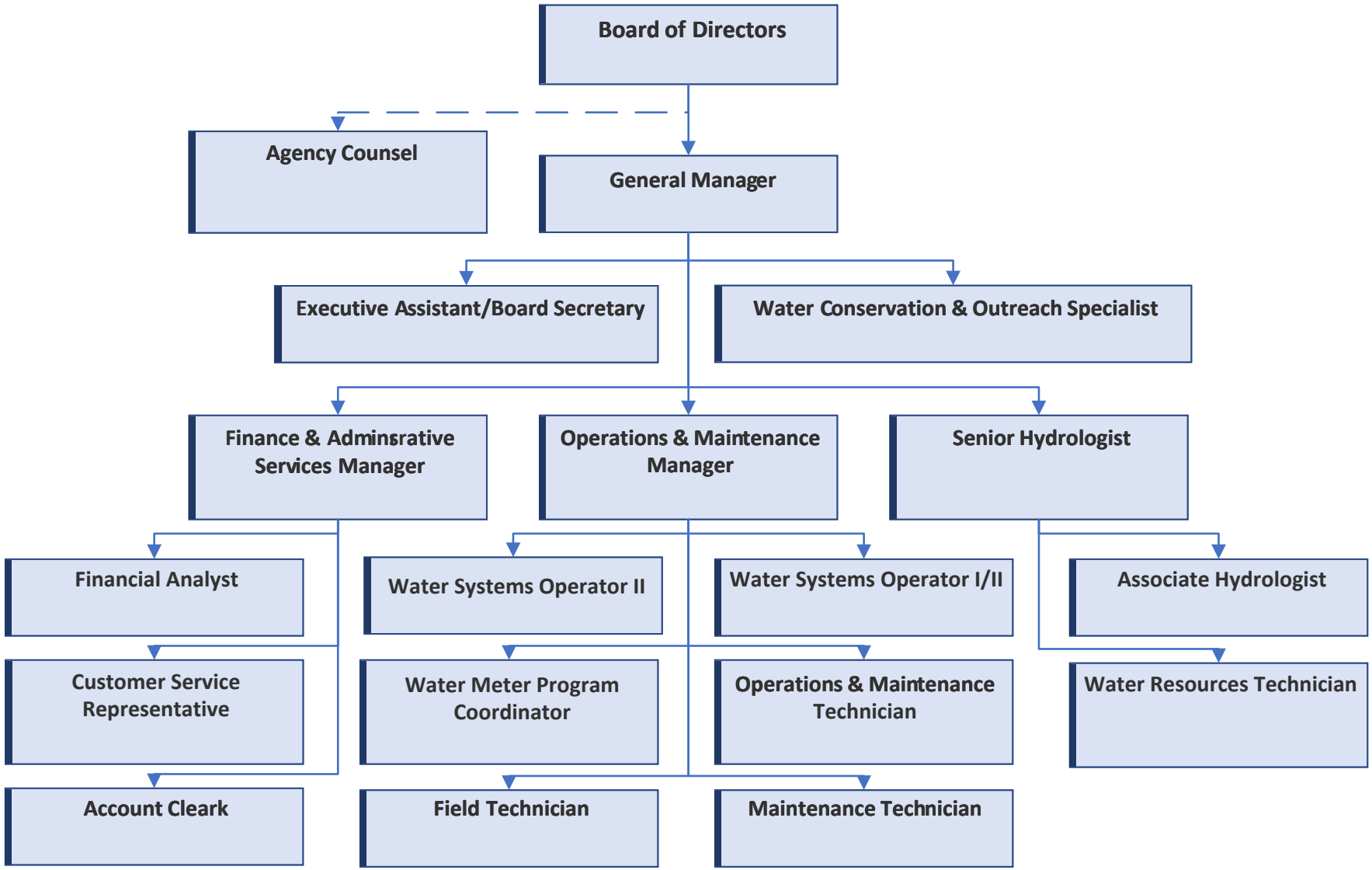
Corin Hammond, Secretary

Corin Hammond
E-signed 2025-10-16 10:56AM PDT
chammond@pvwater.org
Pajaro Valley Water Management Agency

EXHIBIT "A"

Organization Chart

Pajaro Valley Water Management Agency



PAJARO VALLEY WATER MANAGEMENT AGENCY

SENIOR HYDROLOGIST

REPORTS TO: General Manager
SUPERVISES: Associate Hydrologist and Water Resources Technician
STATUS: Exempt
Proposed: October 15, 2025

DEFINITION Under general direction, leads the basin monitoring and water quality programs; provides technical analysis, review, and oversight for projects related to Sustainable Groundwater Management Act compliance, managed aquifer recharge, seawater intrusion, groundwater quality, conjunctive use, hydrologic modeling, recycled water and groundwater production; manages a wide variety of professional planning, research, field data collection, data management and analysis activities related to water supply, demand, availability, conservation and quality issues; prepares and presents reports and recommendations; develops and administers policies and programs; supervises technical staff and consultants, acts on behalf of the General Manager as assigned and during periods of absence; and performs related work as required. This position is at the professional level of water resources management and hydrology, requiring formal education and related work experience. An excellent understanding of hydrology is required.

GENERAL CHARACTERISTICS

- Plans, organizes, designs and performs hydrologic/hydrogeologic related research studies, independently and with consultants.
- Assists the General Manager and participates in the development and implementation of goals, objectives, policies and priorities for Agency programs; recommends and administers policies and procedures as assigned.
- Acts with a high degree of independence in coordinating Agency programs and projects with other governmental agencies and academic institutions as assigned.
- Designs, plans, and maintains databases and geodatabases, including QA/QC of data, data tables, and queries. Conducts GIS analyses, and builds and runs models.
- Supervises, assigns, sets priorities, trains and reviews the work of subordinates.
- Assists in preparation and administration of budget, as well as oversees professional consultant and construction contracts; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
- Prepares staff reports including on water resources for the Board of Directors (Board) and its Committee; attends Board meetings to make reports and render professional advice to the Board.
- Serves as staff technical lead for compliance with the Sustainable Groundwater Management Act and assists in ad-hoc planning efforts and engineering projects as assigned.
- Demonstrates an excellent understanding of water resource issues in both agricultural and urban settings. Employee has management responsibility for groundwater, surface water, soils, land use and other programs; develops and oversees wellhead and groundwater protection programs; and has responsibility for hydrologic, and geospatial databases.

EXAMPLES OF DUTIES

- **Planning and liaison activities:**
  - Plans, organizes, coordinates, and directs consultants in hydrologic monitoring and sustainability planning efforts; assists in planning, coordinating, and directing consultants in capital improvement, maintenance, and site operation functions as assigned.
  - Plans, organizes, and designs water resources and environmental management programs and projects; recommends Board policy and interprets policy in the development of procedures for water resources protection and monitoring, water conservation, water extraction reporting, new well registration, variances to ordinances, and water use projections.
  - Serves as a liaison for the Agency as assigned with technical advisory committees, landowners, contractors, community groups, and governmental agencies.
  - Analyzes available grant opportunities, determines feasibility, and coordinates and prepares grant proposals as requested; oversees administration of awarded grants.
  - May serve and act on behalf of the General Manager as assigned.
  - Assists in the oversight of design and construction of new facility improvements as assigned.
  - Oversees the preparation of annual reports and special studies as needed.
  - Develops proposal requests, bid packages, and specifications; assists in the evaluation of responses and provides guidance to the General Manager and the Board of Directors.
  - Hires, supervises, trains, motivates, and evaluates subordinates.
- **Research and analytical activities:**
  - Plans, organizes, designs and oversees hydrologic/hydrogeologic related research studies, independently and with consultants.
  - Performs analyses and interpretation relating to groundwater and surface water quantity and quality, geology, river/stream erosion and sedimentation processes, fisheries, and riparian vegetation.
  - Directs and reviews integrated hydrologic modeling of conjunctive use water resource systems and other surface/groundwater resources.
  - Reviews and analyzes agricultural and population growth projections.
  - Conducts water use reviews of land use and well construction proposals.
- **Field data collection and management:**
  - Designs and manages a wide variety of data collection programs to measure groundwater and surface water quantity and quality; participates in field collection of data; develops data analysis techniques and prepare reports, charts and graphs.
  - During periods of construction, inspects construction activities/installation of monitoring equipment; responds to water waste complaints by making site inspections, proposing solutions, and taking appropriate enforcement action.
  - Manages inventory and maintenance of field equipment; sets up test/monitoring equipment; takes photographs as documentation; makes visual inspections and documents observations; exercises discretion in selecting work sites and takes appropriate safety precautions.

- **Supervision and general office:**
  - Plans, trains, motivates, organizes and supervises the work of assigned staff; selecting personnel, making assignments, and setting priorities.
  - Develops standards of performance for each position supervised and advises subordinates of those standards.
  - Observes and documents performance and prepares periodic and special evaluations of performance, goals, and objectives.
  - Develops work procedures and practices for assigned staff.
  - Assists the Information Technology program, including managing IT consultants and all hardware / software maintenance and upgrades.

QUALIFICATIONS

- **Knowledge of:**
  - Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;
  - Field hydrologic, climatologic and biologic data collection methods;
  - Budget development and expenditure control;
  - Principles of supervision, employee development and training, and employee evaluation;
  - Information Technology.
- **Ability to:**
  - Work with a high degree of independence within established guidelines and responsibilities;
  - Operate a vehicle observing legal and defensive driving practices;
  - Plan, organize, direct, coordinate and manage Agency engineering, water supply facilities and hydrologic monitoring functions;
  - Provide supervision, training, and work evaluation for assigned staff;
  - Develop and administer the budget and fiscal controls for assigned functions;
  - Provide advice and consultation on engineering problems and requirements;
  - Direct the preparation of comprehensive technical reports;
  - Collect and analyze data on a variety of technical, analytical, and administrative topics;
  - Effectively communicate technical information;
  - Responsibly represent Agency policies, programs, and services with employees, contractors, representatives of other agencies, and the public;
  - Establish and maintain cooperative working relationships.

LICENSE REQUIRED

- Possess and maintain a valid California driver's license and clean DMV record.
- Maintain automobile liability coverage with a minimum of $50,000 single limit or $50,000/100,000 per occurrence during employment.

TRAINING AND EXPERIENCE Any combination of education, training and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical way to obtain the knowledge, skills, and abilities would be:

Training: Completion of bachelor's degree in hydrology, geology, or engineering with training and/or experience in environmental studies/sciences, planning, public administration, preferably supplemented by graduate and/or professional level courses. A master's degree is preferred.

Experience: Five or more years of professional-level experience with closely related research work in hydrology, geology, or environmental sciences, with some direct experience in water resource management or planning. Management experience is desirable.

Registration: Registration as a professional hydrogeologist, geologist, or civil engineer in the State of California is preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Employee may be required to:

- Work evenings, weekends, holidays, split shifts; use a personal vehicle in the course of employment;
- Attend periodic evening meetings; travel within/outside Agency boundaries;
- Work at a computer for long periods of time;
- very infrequently perform work that requires frequent lifting, pushing and pulling of objects weighing approximately 50 pounds and may occasionally be required to lift up to 100 pounds with assistance;
- Work in inclement weather and in the sun, cold and rain; and
- Work with harsh or toxic substances and will be required to wear protective apparel.

Employee must be able to:

- Walk long distances on uneven terrain and to stand, stoop, reach and bend for prolonged periods;
- Reach, grasp and manipulate small objects;
- Hear test equipment in operation and to be aware of danger in the field; and
- Distinguish shades of color.

Note: Reasonable accommodations can and will be made for the above demands and working conditions if required.