REQ-0000000167

TRAINING SPECIALIST

<table>
<thead>
<tr>
<th>Department:</th>
<th>Posted on:</th>
<th>Closing on:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>Human Resources</td>
<td>September 1, 2020</td>
<td>September 8, 2020</td>
<td>2nd Street</td>
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Summary

Develop, coordinate and implement all in-house training activities in conjunction with the training advisory committee. Conduct research, develop curricula, implement specialized training classes and evaluate current training programs. Perform a variety of professional and technical tasks in support of assigned area of responsibility.

Minimum Education and Experience

Associate's degree from an accredited College with major course work in Organizational Training, Water/Wastewater Technology, Construction Management, Business Technology or a related field, plus five (5) years experience in any combination of the following fields, organizational training, educational teaching, water/wastewater technology or construction management.

Experience such as described in the job description may substitute for education on a year for year basis.

Position Requirements

- Must Possess a New Mexico Water Level IV Certificate for Line Maintenance
- Must Possess a New Mexico Wastewater Level II Certificate or a New Mexico Collections System II Certificate for Wastewater Line Maintenance
- Must Possess a New Mexico Water Level IV Certificate for Assignment at Surface Water Treatment Plant
- Must Possess a New Mexico Wastewater Level IV Certificate if Assigned at Water Reclamation Plant
- Depending on location or if assigned to a safety position must submit to ozone medical exam prior to hire and at least every 3 years after hire.
- Possess a Valid New Mexico Driver's License or a Valid Driver's License from another State converted to New Mexico within 1 month
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management

Salary Range

$24.07 – $29.34 Hourly
PAYROLL TECHNICIAN

Summary
Performs all duties associated with maintaining the Authority’s payroll records and payroll system. Verify and process payroll and be accountable for City, State and Federal payroll compliance and reporting requirements including but not limited to IRS, PERA, State of New Mexico and Department of Labor. Verify and process payroll transactions for all Authority employees.

Minimum Education and Experience
Associate's degree in Accounting, Business or related field and three (3) years accounting/direct payroll experience.

Experience such as described in the job description may substitute for education on a year for year basis.

Position Requirements
- Possess a Valid New Mexico Driver’s License or a Valid Driver's License from another State converted to New Mexico within 1 month
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management

Preferred
- Experience with a Government entity and PERA affiliated employer
- Experience with KRONOS Timekeeping System
- FCP or CCP credentials

Salary Range
$20.55 – $25.54 Hourly
REQ-0000000150

WATER QUALITY SPECIALIST COMPLIANCE

Department: Water Quality
Posted on: August 18, 2020
Closing on: September 7, 2020
Location: Pino

Summary
Protect the public health by conducting water quality monitoring and performing related technical duties to assure compliance with drinking water, waste water, and/or and water quality regulations.

Minimum Education and Experience
Associate's degree or technical school training degree with major course work in Physical or Life Science, Chemistry, Water Utility Operations, or related field; plus, three (3) years environmental, laboratory or water utility experience.

Experience such as described in the job description may substitute for education on a year for year basis.

Position Requirements
- When assigned to NPDES program, must possess a NM Wastewater Level III and obtain a NM Wastewater Level IV within one (1) year
- When assigned to drinking water program, must possess a NM Water Level III and obtain a NM Water Level IV within one (1) year
- Possess a Valid New Mexico Driver’s License or a Valid Driver's License from another State converted to New Mexico within 1 month
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management

Preferred
- Monitoring experience in drinking water and/or waste water

Salary Range
$20.95 – $25.04 Hourly
REQ-0000000147

SYSTEMS ANALYST I

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<tr>
<th>Posted on:</th>
<th>Closing on:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>August 12, 2020</td>
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**Summary**

Systems Analyst I is the mid-level in the Systems Analyst job series. Perform routine assistance in facilitating the introduction and maintenance of management information service for the Water Authority's operations. Perform a variety of routine Systems Analysis duties in the design, implementation and maintenance of management information systems and supporting computer hardware and software applications. Perform a variety of routine technical tasks relative to assigned area of responsibility.

**Minimum Education and Experience**

Bachelor's degree from an accredited college or university with major course work in Information Systems, Computer Science or related field, plus four (4) years of software applications analysis, design, programming, implementation and project management experience.

Experience such as described in the job description may substitute for education on a year for year basis.

**Position Requirements**

- Possess a Valid New Mexico Driver's License or a Valid Driver's License from another State converted to New Mexico within 1 month
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management

**Preferred**

- Knowledge of website management tools, and ability to determine client website needs and requirements. Coordination with content providers, management and business owners. Knowledge of HTML, Javascript, PowerShell, Graphics, Cascading Style Sheets and PHP as well as SEO skills. Candidate will oversee activity pertaining to the maintenance of SharePoint. Will manage and revise layouts and customize site for company purposes. Demonstrates specific knowledge of the function and makeup of Microsoft SharePoint. Knowledge of Office 365 Admin Center.

**Salary Range**

$26.57 – $31.76  Hourly
REQ-0000000105

SYSTEMS ANALYST II

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<tr>
<th>Department:</th>
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<th>Closing on:</th>
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<tr>
<td>Information Technology</td>
<td>July 2, 2020</td>
<td>Open Until Filled</td>
<td>2nd Street</td>
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Summary
Systems Analyst II is a full journey level class in the Systems Analyst series. Analyze user requirements, procedures, and problems to automate business processes or improve existing computer systems including very complex systems in a shared environment or with extensive multiple client interaction.

Minimum Education and Experience
Bachelor’s degree from an accredited College or University in Information Systems, Computer Science or a related field, plus six (6) years of software applications analysis, design, programming and implementation and project management experience.

Experience such as described in the job description may substitute for education on a year for year basis.

Position Requirements
- Possess a Valid New Mexico Driver’s License or a Valid Driver’s License from another State converted to New Mexico within 1 month
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management

Preferred
- Preferred knowledge in Splunk Enterprise, Cognos, LabVantage, Scada and various analytical/reporting tools as well as statistical analysis, machine learning, data visualization, artificial intelligence, and software engineering. Experience in IT Operations, DevOps, Analytics, Information Security and Networking. Preferred programming languages are C, C++, AJAX, SPL, Python, Java, JavaScript, SQL, .NET, VBSCRIPT, HTML5 and XML.

Salary Range
$30.53 – $36.49 Annually