

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HYDROGRAPHY AIDE - 1520

DEFINITION:

Under general supervision, to maintain complex hydrographic records of water consumption and storage for the City's reservoirs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Calculates and summarizes daily, weekly, monthly, and annual water consumption and storage data for the City's reservoirs using standard mathematical formulas, conversion tables, probability curves, and coefficients;
- Provides and explains water level and consumption information to the media, public, and other agencies;
- Verifies water usage charges from the County Water Authority;
- Calculates monthly water usage and storage volumes of various water districts in San Diego County for billing purposes;
- Enters and prints hydrographic data using a computer in order to generate various statistical reports;
- Reviews statistical summaries for accuracy, identifies and corrects errors in raw data, and modifies statistical data in order to maintain accurate interrelationships between various hydrologic measures such as rainfall, rain-on-surface, and run-off;
- Converts hydrologic measurements to various units such as million gallons, acre feet, and hundred acre feet using standard mathematical conversion formulas.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time subprofessional engineering experience, which includes six months experience calculating and summarizing complex hydrographic records on water consumption and storage; **OR** one year of full-time accounting experience, which includes six months calculating and summarizing complex computer database records such as Excel, Access, and Sewer and Water Infrastructure Management (SWIM); **OR** two years of full-time experience in calculating and summarizing complex computer database records such as Excel, Access, SWIM, and other database applications.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**