



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF, HYDROLOGY SECTION</b>	<b>44</b>	<b>A</b>	<b>6.713</b>

Under general administrative direction of the State Engineer, the Chief, Hydrology Section manages the staff and activities of the Hydrology Section; provides hydrologic and hydrogeologic expertise to the Division of Water Resources with statewide responsibility; determines goals and objectives; exercises executive control of, and final action on, projects and processes within the policies established by the division; and administers division regulations.

Direct and manage professional and technical subordinate staff to include review of all work in preparation of presentations; assign projects and prepare written evaluations; recommend and enforce disciplinary action when necessary; establish work performance standards; ensure proper training and provide oversight to section personnel in all phases of duties and responsibilities assigned; verify work is done timely, accurately, and consistent with water laws, regulations and division policies.

Prepare the annual budget request for the Hydrology Section; oversee basin budgets involved with the section to ensure sufficient funding is available for personnel and needs; prepare requests for enhancements and provide necessary justifications; prepare documentation for purchases of equipment or programs; monitor and approve expenditures.

Establish and coordinate policies and procedures regarding hydrologic investigations in accordance with regulations, statutes, and recognized professional standards; review current investigations and procedures and make recommendations to the State Engineer for future plans, directives, and investigations as needed; identify problems in existing programs; prepare technical documents and procedures for review by the State Engineer.

Research and prepare rulings, reports and research results for management's review to either approve or deny applications; review evidence obtained from research, published hydrologic reports, testimony of professional and expert witnesses, field investigations and hearings; resolve disputes; evaluate impact to existing water rights; determine if applications conform with State statute; review, research and reports prepared by Hydrology Section personnel.

Provide expertise and advise management and staff on matters relating to mining, geothermal, surface water and ground water interaction, aquifer storage and recovery, and other matters that affect water rights, permits and monitoring programs.

Review and develop ground water and surface water models; evaluate the hydrologic aspects of applications and permits to appropriate waters of the State; make determination of the magnitude, extent and time of impacts of the subject applications on prior appropriators, surface water flows, ground water levels, subsurface inter-basin flows and the overall water resources of the State; present findings with research documents to the State Engineer or other interested parties.

Evaluate hydrologic aspects and implications from development of water resources to include basic and applied research on water and water resources including the collection, measurement, analysis, and interpretation of information on water resources; forecast water supply and water flows; and the development of new, improved or more economical methods, techniques, and instruments.

Oversee and monitor regional plans, hydrologic studies and reports which are required as a condition of permits;

coordinate with applicants to design and implement monitoring programs and studies that provide information used in determining the impact of water development.

Represent the division at various hearings, meetings, mediation processes and conferences.

Coordinate and consult with non-partisan research organizations in conducting regional water-related studies; incorporate the results of studies to revise, refine and supplement existing knowledge of the State’s water resources; oversee and review informational studies or reports of section personnel for validity and accuracy.

Conduct, implement and optimize a scientific review for the statewide ground water monitoring network; develop and oversee a comprehensive database system for managing the information; monitor and report changes to the State’s ground water resources that affect existing rights and future applications for appropriation.

Oversee division hydrologic programs and studies and review hydrologic investigations performed by, or submitted to, the division; train section and division staff on investigation procedures; make recommendations to the State Engineer on hydrologic factors that affect the issuance or terms of water rights permits.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master’s degree from an accredited university in hydrology or hydrogeology or closely related field and five years of progressively responsible professional experience in the field of hydrology, hydrogeology, or geology, two years of which were in a supervisory capacity; **OR** Bachelor’s degree from an accredited university in hydrology or hydrogeology or closely related field and six years of progressively responsible professional experience in the field of hydrology, hydrogeology, or geology, two years of which were in a supervisory capacity.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** hydrogeology principles, processes and numerical ground water flow modeling; computer modeling techniques. **Working knowledge of:** surface water hydraulics, hydrologic processes and modeling, geology, current technology for determining hydrologic properties, ground water recharge estimation and evapotranspiration; data processing and Geographic Information Systems (GIS); all Nevada policies, procedures and applicable laws (NRS, NAC, Nevada Water Law). **General knowledge of:** management fundamentals in order to establish and revise priorities, assign tasks, influence personnel, and improve production; respond to unanticipated changes from internal and external sources in order to reach desired goals and objectives.

**Ability to:** organize and manage complex programs and hydrologic studies pertaining to water resources and water rights; direct individuals to meet required goals and objectives, prioritize competing demands and track multiple projects and outputs; make comprehensive recommendations on hydrologic problems; deal with the public in a competent manner in adversarial situations; work a varied schedule and travel on short notice for business purposes; write clear and concise reports; make group oral presentations to present information, explain procedures, and persuade others; analyze information, technical data, problems, situations, practices or procedures to define the problem or objective; establish and maintain effective working relationships; review and critique the work of professional personnel; work positively and professionally in a regulatory agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** Nevada Revised Statutes, Nevada Administrative Code, case law regarding water law, and policies and procedures of the division; evolution of administrative actions since the enactment of the Nevada Water Law and subsequent amendments; techniques for providing information to the general public; budgetary procedures as applied to the division. **General knowledge of:** State Administrative Manual and Rules for State Personnel Administration. **Ability to:** quickly make sound decisions on complex and diverse issues; meet division goals when unanticipated budget restraints and/or major project schedule changes occur; resolve human relations issues in a fair, equitable, and acceptable manner.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.713

ESTABLISHED: 7/1/05R  
11/8/05PC