



4699 HOLLISTER AVENUE  
GOLETA, CALIFORNIA 93110-1999  
TELEPHONE 805/964-6761  
FAX 805/964-7002

March 2025

RE: Associate Analyst Recruitment (**Salary Range \$102,905 - \$119,126/annually, plus benefits**)

Dear Applicant:

Thank you for your interest in employment at the Goleta Water District, an equal opportunity employer. We currently have a need for a full-time Project Analyst. Under general supervision, this Associate Analyst class plans, coordinates, and participates in a variety of high priority projects and planning activities, as well as analyses related to the Cost-of-Service Study, Sustainability Plan, Multi-Jurisdictional Hazard Mitigation Plan and Annual Budget. Located in the Office of the General Manager, the position works cross-functionally with various departments to help plan, coordinate, and participate in strategic planning initiatives, as well as conducts analyses and develops reports related to administration, finance, human resources and customer service. Performs other related duties as required.

**Qualifications:** Bachelor's degree in public policy, public administration, business, economics, or a related field and one (1) year of progressively responsible professional experience; project and program management; development; or a combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

**Knowledge of:** Contemporary public policy issues, as well as principles and techniques of the public process, including Board and Committee meetings. Research and report preparation principles and techniques. Principles and practices of project management. District rules, regulations, policies, and procedures, or alternatively experience applying and demonstrating the same for a previous agency or organization.

**To apply** for the Associate Analyst, please submit current resume, employment application and supplemental questions to [hr@goletawater.com](mailto:hr@goletawater.com). It is important that your application reflects all relevant education and experience. **This position is open until it is filled.**

Sincerely,  
Human Resources

Enclosures: Job Description & Application for Employment and Supplemental Questions

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## GOLETA WATER DISTRICT

Class Title: Associate Analyst  
Department: Office of the General Manager  
FLSA Status: Non-Exempt  
Supervised By: Department Manager or designee  
Supervises: None

### Class Summary

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Under general supervision, this Associate Analyst class plans, coordinates, and participates in a variety of high priority projects and planning activities, as well as analyses related to the Cost of Service Study, Sustainability Plan, Multi-Jurisdictional Hazard Mitigation Plan and Annual Budget. Located in the Office of the General Manager, the position works cross-functionally with various departments to help plan, coordinate, and participate in strategic planning initiatives, as well as conducts analyses and develops reports related to administration, finance, human resources and customer service. Performs other related duties as required.

### Essential Duties and Responsibilities

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1. Prepares and formats Board and Committee reports for the Office of the General Manager and the Administration Department that succinctly summarize analysis, findings, and recommendations, and prepares supporting presentations and talking points.
2. Provides review and copy-editing of docketing packets, reports, and other documents for consistency. Frequently works on projects and reports that are presented directly to the Board. Demonstrates a strong attention to detail.
3. Creates project schedules and provides critical support in the planning, execution, and monitoring of special projects within the Office of the General Manager, including, but not limited to, the Cost of Service Study, Infrastructure Improvement Plan, Sustainability Plan, Multi-Jurisdictional Hazard Mitigation Plan and Annual Budget.
4. Gathers and analyzes data for the Annual Budget, Sustainability Plan Progress report, and other key policy documents and reports and proposes metrics and measures to track and evaluate performance. Creates project schedules and timelines for key special projects.

5. Researches and provides analysis for strategic planning purposes and key initiatives. Collects, analyzes and interprets data to identify process improvements, support project outcomes, and provide recommendations.
6. Prepares analysis to benchmark the District's performance against industry standards and goals from previous years.
7. Works to maintain project schedules and ensure timelines, goals, and objectives are met. Identifies potential risks to project timelines and communicates and recommends mitigation strategies.
8. Gathers and reviews applications for external awards such as the Government Finance Officers Association (GFOA) awards for Budget and ACFR for compliance, including researching guidelines and reviewing documents and reports to propose modifications and additional elements as needed to meet program criteria.
9. Maintains accurate administrative records of project activities, including meeting minutes, project plans, and timelines.
10. Assists in the strategic implementation of assigned projects and drives continuous improvement initiatives related to the District's administration, financial, and human resources functions.

### **Mental and Physical Requirements/Working Conditions**

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1. Operates office equipment including a computer and peripheral hardware and software, copier, printer, calculator, and other equipment.
2. Sits at a desk to use and access office equipment used in the performance of duties.
3. Works in both indoor and outdoor environments.
4. Must be able to carry, push, pull, reach and lift up to 25 lbs.; walking, some bending, reaching, stooping and squatting.
5. Occasionally walks on uneven terrain.
6. Normally works in a temperature-controlled office with limited exposure to odors and noises.
7. Regularly uses a telephone and email for communication.
8. Communicates orally, in writing and with drawings with District management, coworkers, and the public.
9. Writes in a clear and legible manner.
10. Demonstrates alertness and flexibility to changing demands.

## **Qualifications**

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### **Education, Experience and Skills Training:**

Bachelor's degree in public policy, public administration, business, economics, or a related field and one (1) year of progressively responsible professional experience; project and program management; development; or a combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

## **Employment Standards**

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### **Demonstrated ability to:**

1. Effectively explain District functions, the content of District rules, Regulations, and Ordinances to customers, the public, contractors, and other organizations.
2. Carry out duties with a positive concern for the District, the public, customers and District employees in a professional and courteous manner, exercising tact and diplomacy.
3. Communicate in a clear, understandable manner both orally and in written form.
4. Understand and follow directions.
5. Complete assignments in a timely manner.
6. Analyze complex issues, evaluate alternatives and reach sound conclusions
7. Learn, read, understand, explain, and apply job-related District rules, practices, and procedures.
8. Exercise initiative, take personal responsibility, and follow through on assigned work.
9. Use specialized computer applications to prepare, update, maintain, and retrieve documents and information related to assigned duties.
10. Adhere to workplace safety rules and regulations.
11. Safely operate motorized vehicles.

### **Knowledge of:**

- Contemporary public policy issues, as well as principles and techniques of the public process, including Board and Committee meetings.
- Research and report preparation principles and techniques.
- Principles and practices of project management.
- District rules, regulations, policies, and procedures, or alternatively experience applying and demonstrating the same for a previous agency or organization.

## **Special Requirements**

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Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

Please return to:  
 Human Resource Office  
 4699 Hollister Avenue  
 Goleta, CA 93110-1999  
 (805) 964-6761



Position Applied For:  
 \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**  
 An Equal Opportunity Employer

**INSTRUCTIONS**

Please read the job bulletin to determine if you meet the requirements for the position you applied for. Type or print ink. Answer all questions completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements are cause for rejection of the application, removal of name from eligibility list or dismissal from position. All information is subject to verification, including conviction records and former employers.

**CONDITIONS OF EMPLOYMENT**

- If hired, applicant:
- must submit proof of U.S. Citizenship or legal right to remain and work in U.S.
  - must submit proof of age
  - must pass a physical examination which includes drug/alcohol testing
  - is subject to a background check

NAME:

\_\_\_\_\_

Last

First

Middle Initial

ADDRESS:

\_\_\_\_\_

Number

Street

\_\_\_\_\_

City

State

Zip Code

Email Address

PHONE: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Daytime Evening

Are you willing to work:

Part-time Yes\_\_\_ No\_\_\_ Temporary (hourly) Yes\_\_\_ No\_\_\_  
 Nights Yes\_\_\_ No\_\_\_ Weekends & holidays Yes\_\_\_ No\_\_\_

**EDUCATION AND TRAINING (Add additional sheets as necessary)**

Circle highest grade completed: \_\_\_\_\_ Name & location of last grade or high school attended: \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
 6 7 8 9 10 11 12 13 14 15 16 MA Ph.D.

Name & location of Trade or Vocational Schools/Colleges/Universities/Apprentice or Training Programs attended:	Number of Units Completed	Qtr. √	Sem. √	Major/Subjects	Degrees/Certificates

**SPECIAL SKILLS**

List other formal training programs, which may be related to the type of employment you are seeking:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Licenses and Certificates (State, Professional, Trade, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATE OF APPLICANT:** I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION.

NAME:

## EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

<p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name &amp; Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes ___ No ___</p>	<p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p>
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NAME:

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Do you need special accommodations in the selection process? Yes \_\_\_ No \_\_\_

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Are you related by blood or marriage to any current district employees? Yes \_\_\_ No \_\_\_

If yes, individual: \_\_\_\_\_

Name	Relationship
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Have you ever been employed by the District? Yes \_\_\_ No \_\_\_

If yes, give dates and positions held: \_\_\_\_\_  
\_\_\_\_\_

<p>Where did you learn of this opening?</p> <p>Friends _____ District Recruitment Brochure _____ Advertisement (which publication) _____</p>
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**NOTICE TO APPLICANTS: All appointments shall be subject to a minimum 12-month probationary period. The probationer may be released at any time during this period without cause or appeal.**



GOLETA WATER DISTRICT  
SUPPLEMENTAL QUESTIONNAIRE

**Associate Analyst**

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

This supplemental questionnaire will assist in evaluating you as a candidate and will provide information regarding your background and experience that are related to this position. Please complete the following questions.

1. What are your mid-range and long-term career goals? How will this position help you achieve those goals?
2. How do you set and manage priorities? Describe how you deal with multiple projects and varying workload.
3. Describe a project you recently worked on and how you dealt with an unexpected development.

Please include a link or attach a report, presentation or document you have worked on in a professional capacity.

Please limit responses to one typed page or less, for each requested response. Submit your responses along with your completed application to [hr@goletawater.com](mailto:hr@goletawater.com).