

**Opening Date:** October 14, 2021  
**Closing Date:** Open Until Closed  
**Work Location:** Austin, TX  
**Posting Number:** 22-11  
**Monthly Salary:** \$4,023.17 - \$5,301.29\*  
**Group/Class:** B21/0518; B23/0519  
**Travel %:** 5%  
**Division/Department:** WSI/WSP/Projections & Socioeconomic Analysis  
**Number of Positions:** 1

**\*Salary commensurate with experience and qualifications**

# JOB VACANCY NOTICE

## Planner III / IV

Texas Water Development Board, Stephen F. Austin Building  
1700 North Congress Ave., Room 670, Austin, Texas 78701  
Please contact Human Resources for accommodation requests.  
Phone: (512) 475-2142  
Apply at: Work in Texas [www.workintexas.com](http://www.workintexas.com) OR  
[HR@twdb.texas.gov](mailto:HR@twdb.texas.gov)

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>

### Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 25A – Signal officer, IS – Intelligence Specialist, 0239 – Intelligence Analyst, 2G0X1 – Logistics Plans, 16GX – Air Force Operations Staff Officer or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PlanningResearchandStatistics.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf)

### Job Description Summary

Performs highly-complex to advanced (senior-level) data analyses, planning, and research work. Work involves developing population and water use estimates and projections. Reviews regional and state water plans. Compiles and analyzes demographic and water use data from various sources. Conducts research regarding demographic trends and trends in water use and performs technical review of financial assistance requests. Provides technical assistance to regional planning groups in developing population and water demand projections. Analyzes large data sets such as Census, socioeconomic, or water use data. May train others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Projections and Socioeconomic Analysis Department.

### Essential Job Functions

- Assists in developing population and water demand projections for the regional and state water planning processes, including the development of methodologies and implementation of procedures.
- Analyzes tabular and geographic data associated with water use, population, economics, and related topics for use in present water use and future projections of water demands for regional statewide water planning.
- Assists in the development and review of socioeconomic impact analysis for the regional and state water plans.
- Assists in the development and final review of regional and state water plans.
- Develops annual population and water use estimates for livestock and mining and documents work procedures.
- Conducts research and data analysis associated with population and water use in municipal, industrial, and agricultural categories.
- **Planner IV** - evaluates, analyzes, synthesizes, and develops multi-discipline data for studies, plans, and staff reports.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.  
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)  
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

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- Reviews and assesses population and water use data for assigned Board financial assistance requests for water and wastewater projects.
- Provides technical planning assistance to internal and external customers for water use and/or demographic analyses.
- Assists in developing the department's data QC requirements and methodological documentations and in conducting various data QC.
- Prepares reports, makes presentations, and provide training to Texas Water Development Board (TWDB) staff.
- Develops water impact statements (WIS) for legislation that includes the creation of water districts and serves as a WIS point of contact responsible for coordinating with Government Relations and keeping track of staff assignment and progress.
- Maintains confidential and sensitive information.
- Participates in supervisor-approved Career Development Plan activities, including the establishment of employee goals and identification of job-related training opportunities as discussed with supervisor.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

**Minimum Qualifications**

- Graduation from an accredited four-year college or university with major coursework in Planning, Geography, Economics, or a related field.
- **Planner III** – Five years of planning or data analysis work experience.
- **Planner IV** – Seven years of planning or data analysis work experience.
- Education and related experience may be substituted for one another on a year-for-year basis.

**Preferred Qualifications**

- Graduate degree from an accredited college or university with major course work in Community and Regional Planning or Agricultural Economics.
- Three years of experience developing population and/or water demand projections.
- Previous experience with socioeconomic and/or demographic data.
- Previous experience with relational databases, including querying, reviewing, and reporting data.
- Previous experience with geographic information system (Arc/GIS) and spatial analysis.
- Previous experience in regional and state water planning in Texas and/or water use or water projection data.
- **Planner IV** – AICP certification.

**Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to the Projections and Socioeconomic Analysis Department; and of the principles and practices of public administration.
- Knowledge of the use of census data including American Community Survey.
- Knowledge of principles, methodology and practices of socioeconomic and demographic analysis.
- Knowledge of Texas water providers, laws, trends, and data sources.
- Knowledge of research techniques, statistical methods and geographical concepts and their application to data analysis.
- Knowledge of relational databases and skill with data management including editing, querying, and generating reports and graphs.
- Skills in analytical thinking and problem-solving, including evaluating and analyzing large amounts of data.
- Skills in using statistical software programs such as R or SAS.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.

## Job Vacancy Notice (cont.)

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- Skills with ESRI ArcGIS software and spatial analysis.
- Ability to evaluate planning material.
- Ability to conduct research.
- Ability to prepare reports, including methodology documents.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

### Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.