Office of the Water Engineer

Promotion Plan for Hydrologist Level I Position

Job Title and Level	Hydrologist Level II & Secondary Operations Supervisor
Trainee	James Frakes
Date	2024-10-28
Promotion Period	Expected two to three month period or at completion and approval of training tasks if sooner than six months
Immediate Supervisor	Water Engineer
Position Type	Full-Time
Classification	Exempt from FLSA
Schedule	Flex, focused on Mon-Thu 8:30-5:30
Duty Station	Office of the Water Engineer Primary: Ronan, Montana Occasional Remote Work Possible
Pay	$36.00/hour upon training completion

General Plan:

The Office of the Water Engineer (OE) and specifically the Water Engineer presents the following planning plan for purposes of promotion and job title change for OE employee James Frakes, currently working for the OE as a Hydrologist Level I. Mr. Frakes will need to complete the following set of educational and performance tasks in order to complete his promotion plan and attain a new designation and pay status as OE Hydrologist Level–II & Secondary Operations Supervisor. Failure to complete all training assignments will result in resumption of the current position of Water Resource Specialist Level-I.

Recording Progress:

The trainee will perform tasks and record each itemized tasks on an addendum to this promotion plan. Each task performed will be done under the supervision/direction of the Water Engineer. The Water Engineer will sign off on tasks performed in his presence. Tasks accomplished in coordination with resource professionals require their signature to ensure the occurrence was fulfilled.

Trainee Background and Aptitude:

Trainee holds an BS and MS in natural resource fields. Trainee background has an emphasis in aquatic systems. Trainee has demonstrated excellent analytical abilities. Trainee has demonstrated excellent ability to rapidly assimilate new and complex legal and technical information. Trainee has shown drive and determination in current position. Trainee has performed significant operational accomplishments for the OE including policy advancement, public meeting coordination, significant WRIS advancements, training of other OE staff, and more.

Benefits to the OE:

The OE expects to benefit from employee retention, benefit of having a Hydrologist II that is already versed in tasks typically assigned to a Water Resource Specialist and Hydrologist I as the essential OE Hydrologist II and Secondary Operations Supervisor duty is supporting the technical and complex work associated with applications being reviewed by Specialists. OE will benefit from having consistent operations leadership coverage in the absence of the Water Engineer.

Costs to the OE:

OE cost projections already incorporate funding for a Hydrologist I as an essential position for the OE, this promotion includes a $2/hour salary increase, equating to $4,160 in salary increase plus approximately 33% in fringe benefits. Trainee will lose some worktime during this training plan, expected by be less than 10 working days. Expenses will include conference fees, mileage costs, per diem costs, lodging costs, some reference materials, and other external costs projects to be less than $3,000 total.

Task Work to Complete: Create basic hydrograph.

1. Create multiple advanced hydrographs designed to track essential water conditions of interest to the OE.
2. Study advanced flow meter methods and techniques.
3. Build a stage-rating curve.
4. Teach OE employees to conduct water right research for all purposes of water

rights and become familiar with all purposes of water rights.

5. Perform three basin water uses assessments including water supply estimates, water use estimates, and water availability estimates.
6. Update existing technical report on OE adverse effects that includes proposed methods for how to determine and quantify adverse effects.
7. Read and retain additional portions of the Water Measurement Manual.
8. In coordination with the Water Engineer, perfect existing hydrograph/reservoir stage structure to be used for mainstem Flathead River flow assessments.
9. In coordination with the Water Engineer, establish OE procedures for estimating irrigation water use, conveyance efficiencies, and application efficiencies.
10. Leave WRIS Go Live and Phase II roll out.
11. Generate a physical and legal availability analysis for assessing basin closures for real circumstances on FIR.
12. Conduct supervisory activities under the guidance of the Water Engineer:
    a. Timesheet approvals
    b. Task assignment and management
    c. Operations management
    d. Take additional supervisory training credits

Acknowledgement

My signature below indicates that I have read, acknowledge, and agree to the requirements of the training position.

Date

James Frakes, Hydrologist II & Secondary Operations Supervisor Trainee

My signature below indicates the statements in the position description are accurate and complete.

Date

Ethan Mace, Water Engineer