

Revised

Recruitment Request Form & PAQ Certification

Attachment A

Requesting advertisement in: SPO DOL NEWSPAPER INTERNAL*
*requires additional exception paperwork

PROGRAM: WRAP **BUREAU/SECTION:** WATER RIGHTS/ District IV

Position TOG/MC: Engineer All Other – Basic / Water Resource Specialist

PERM #: 06117 **TOOL #:** 550-05-05-00-00-00-71 **Location:** Las Cruces

Purpose of position: Perform water rights analysis in the area of water rights administration for District IV and make recommendations for water rights applications. Perform field investigations utilizing cartography and geographic information systems (GIS) for the purpose of enforcement of permits.

Education: Bachelor’s Degree in Engineering (water resource, civil, agricultural, environmental), Geology, Hydrology, Geohydrology.

Experience: 1 year of GIS and GPS experience.

Agency Preference: Fieldwork and ground/water experience preferred.

Statutory Requirements: N/A

Special Conditions of Employment: Valid NM Driver’s License.

Working Conditions: Work is primarily in an office setting. Lift up to 25 lbs. Extensive walking in adverse weather conditions. Periodically, required to travel outside Las Cruces for field office and fieldwork.

Agency Information: In addition to the State Personnel Office, please submit an additional copy of resume, transcripts or one page application to A. Mendoza, 1680 Hickory Loop Suite J, Las Cruces, NM 88005.

PAQ Certification

Performed by (should be supervisor or program administrator):

Date of most recent PAQ on file? 2-14-2005

NOTE If PAQ is older than 12 months old a new PAQ must be done prior to recruitment.

If PAQ is recent (within last 12 months) has any of the following changed? If so explain in detail below.

Purpose of position?

Do the job assignments / task statements still describe the work this position performs on a day-to-day basis? If not what has changed?

If the job order above requests education and/or experience different from this PAQ ~ why?

Program Director (or final authority) & Supervisor signature: Calvin Chavez, District IV Supervisor