

PIMA COUNTY REGIONAL FLOOD CONTROL DISTRICT ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE ADM-216

EFFECTIVE DATE: 11/14/07

REVISED DATE: 6/6/08

PROCEDURE TITLE: New Hydrologist Training Guidance

PURPOSE:

The purpose of this document is to provide guidance for training new hydrologists in the Floodplain Management Division and providing new hires with all of the information they need to begin work at Pima County and the District. This document covers computer and IT issues, supplies, necessary resources, and training needs.

PROCEDURE:

The following items need to be done during the course of training and preparing a new hydrologist. They are presented roughly in chronological order. Since the pace of training depends upon the skills the new hydrologist begins with, no set timeline or deadline for each item is established, but most of the items should be completed within the first couple of months, and all should be completed within the first six months of hire.

1. Introductions/Office Tour
2. Provide and briefly review the following documents:
 - Rules and Policies binder
 - County Road Atlas
 - Riparian Mitigation guideline
 - PC-Hydro hydrology manual
3. Provide and briefly review the following computer programs:
 - MS Office
 - PC Hydro
 - Haested FlowMaster and CulvertMaster
 - Irfanview
 - Adobe Acrobat Profesional
 - Permits Plus
 - Brava! Reader
4. Provide links to MapGuide and frequently used web sites
5. Instruct hydrologist to thoroughly review the Rules and Policies binder, and briefly review the other documents in item 2.
6. Provide important e-mails and memos to hydrologist
7. Direct employee to take the New Employee training provided by the county.
8. Provide guidance for organizing permit files.

9. Direct hydrologist to consult with administrative staff regarding ordering any necessary supplies from Corporate Express.
10. Provide link to the permits database.
11. Provide MapGuide and ArcView training
12. Coordinate getting business cards with administrative staff.
13. Overview of filing systems
14. Provide opportunity for hydrologist to ask questions about Rules and Policies
15. Quiz hydrologist on knowledge
16. Instruct hydrologist to review a handful of selected FPUPs. The following are good examples of how to work up a permit
 - 07-833ER - T14S R16E Sec. 06, 2001 N. Donner Ave.
 - 07-400E - T11S R10E Sec. 34, 12686 N. Antelope Rd.
 - 07-511ER - T14S R16E Sec. 06, 2080 N. Tanque Verde Loop Rd.
17. After a week or so, hand select a few simple FPUPs for new hydrologist to process/complete.
18. Provide training on the use of the digitizer
19. Provide training on Permits Plus, PC Hydro, FlowMaster, Manning's worksheet, etc.
20. Provide training on riparian mitigation disturbance calculations and mitigation plans