



CITY OF REDDING
invites applications for the position of:

Electric Utility Senior Information Analyst

SALARY: \$32.52 - \$41.50 Hourly
\$5,636.80 - \$7,193.33 Monthly
\$67,641.60 - \$86,320.00 Annually

OPENING DATE: 03/16/20

CLOSING DATE: 04/06/20 11:59 PM

DESCRIPTION:

The City of Redding Electric Utility (REU) has approval to fill one upcoming full-time vacancy in the Engineering & Operations Group. REU is seeking a highly qualified individual to provide complex and specialized technical and analytical support in reviewing regulatory processes on behalf of REU.

Under general supervision, the Electric Utility Senior Information Analyst assists with electric utility engineering design of substations, power lines, power plants, and other projects and performs a wide range of complex professional work in the management, design, implementation, maintenance, and analysis of REU's Geographic Information System (GIS), including providing training and project supervision to lower level classifications.

EXAMPLES OF DUTIES:

Perform the most complex spatial analysis requests on the electric GIS system, utilizing ArcEditor, ArcFM, ArcCatalog, and other required spatial and/or database tools for REU; Act as database liaison between the Electric Department and Information Technology (IT), communicating REU's needs and requirements to the IT System Administrator. Perform limited database administrator tasks and assist with database management, which can be performed utilizing ArcCatalog, such as making changes to the electric GIS model, adding fields and domains, and performing routine maintenance on the database including nightly compresses. Work with the IT System Administrator to provide a point of contact for problem resolution with the technical support of the ArcFM environment. Assist in providing deployment plans for ArcFM upgrades. Assist in the maintenance of the REU SDE database by providing database statistics. Oversee and coordinate the transition of various Electric Department personal databases into the electric geodatabase; Coordinate the development, implementation, and deployment of a wide range of electric GIS based products/solutions within REU. Oversee and coordinate all improvements to the GIS/Customer Information System Interface. Coordinate the input, capture, and/or development of required electric spatial and/or attribute databases. Assist in the procurement of necessary hardware and/or software; Prepare the most complex drawings for electric utility design and construction of power lines, substations, power plants and other electric utility related projects. Assist with the preparation of complex electrical schematics and SCADA drawings. Prepare as-built drawings of electric utility facilities with emphasis on electrical schematics, SCADA drawings, and construction details. Prepare electric utility standards/drawings, perform complex electric utility facility mapping and record keeping, perform complex technical computer-aided drafting assignments, perform complex computer mapping, and assist with database management. Provide requested reports, data and documentation; Provide project oversight for projects assigned to Electric Utility Distribution Technicians assisting in the project analysis, verification, and validation of the resulting data; Coordinate the establishment, publication, and revision of divisional documentation, metadata, procedures and guidelines, standards, map books, DWGs, and PDFs for web based applications; Provide assistance to Electric Utility Engineers, Electric Utility field operations staff, City GIS Division and other department staff regarding electric utility facility/system records, data, computer files and other information; Coordinate and provide training and project guidance for Electric Utility Distribution Technicians; Perform other duties as assigned.

TYPICAL QUALIFICATIONS:

Knowledge of: Engineering design principles and practices; computer-aided drafting equipment; electric utility construction and standards; electric utility construction specifications; GIS applications; complex electric GIS models; electric utility facility mapping and record keeping; filing systems; effective customer service and public relations skills and techniques; set-up and configuration of GIS workstations and software; GIS interfaces with Customer Information Systems. Working knowledge of Windows operating system, computer networks, ArcFM, ArcCatalog, ArcEditor, SDE, Geo-SQL, and AutoCAD.

Ability to: Develop, test and implement GIS applications; identify goals, objectives and problems; examine alternatives and develop procedures, conclusions, and recommendations; establish and maintain effective working relationships with REU division staff; interact effectively with the public and employees; perform drafting; operate complex computer-aided drafting systems and equipment; conduct research; read and interpret plans and drawings; assist with electric utility engineering design/construction projects; communicate clearly and concisely; coordinate with Information Technology in the operation, set-up, and configuration of GIS workstations and software, as well as the operation, set-up, and configuration of peripheral equipment such as digitizers, printers, and plotters; troubleshoot and maintain GIS workstations and peripheral equipment.

Education & Experience: Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical education would include a Bachelor's Degree or equivalent in GIS, Geography, Cartography, and/or Computer Science from an accredited college or university. An Associate of Arts degree from an accredited college or university with college course work in GIS, Geography, Cartography, and/or Computer Science and five years experience in

operating, maintaining, and implementing automated mapping or geographic information systems may substitute for the Bachelor's Degree. Typical experience would include at least five years of experience in operating, maintaining, and implementing electric geographic information systems, including complex electric database models and GIS interfaces to Customer Information Systems. Two years relevant experience in the electric utility transmission and distribution field is desirable.

Special Requirements: Possession of the appropriate valid California driver's license or the ability to acquire one within ten days of appointment.

APPLICATION AND EXAMINATION PROCESS:

Please be advised all notifications pertaining to this recruitment (e.g. exam invitations, exam results) will be e-mailed to you at the e-mail address provided on your employment application. Please be sure to provide your current and complete e-mail address. Check your inbox as well as your spam folder for correspondence as your e-mail provider or personal settings may flag the e-mail as spam. Contact the Personnel Department with any questions.

Application Process: Interested individuals must submit a City of Redding online employment application by the closing date in order to be considered.

Incomplete applications may not be processed. Meeting the announced requirements does not guarantee selection into the examination process. Applications will be reviewed to determine those best qualified to be tested.

Veterans Credit: Veterans who have received an honorable discharge from the military service and receive a passing score on the examination will have 2 points added to their final examination score. To obtain this credit, veterans MUST provide a copy of the DD214, indicating honorable discharge, WITH EACH EMPLOYMENT APPLICATION BY THE CLOSING DATE.

Examination Process: An oral board interview will be administered.

AN EQUAL OPPORTUNITY /FEDERAL AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofredding.org>

Position #312I 853 032020
ELECTRIC UTILITY SENIOR INFORMATION ANALYST
CJ

777 Cypress Avenue
Redding, CA 96001
(530) 225-4065

personnel@cityofredding.org

Electric Utility Senior Information Analyst Supplemental Questionnaire

* 1. Please describe your work experience with backend GIS server processes.

* Required Question