

SENIOR ELECTRIC TECHNOLOGY SYSTEMS ANALYST

SALARY: \$8,923 to \$11,958 monthly (26 pay periods annually)

FINAL FILING DATE: Open Until Filled. First cut-off is 5:00 pm on August 24, 2020.

Following the first cut-off date, resumes/applications will be screened according to the qualifications outlined below. The most qualified candidates will be invited to interviews on a date to still be determined.

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the Regular and full-time position of Senior Electric Technology Systems Analyst in the Electric Department. The normal work schedule is Monday through Friday, 8:00 am –5:00 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

THE CITY

The City of Roseville (COR) incorporates the following Core Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in electric operational technology systems, including analysis, design, implementation, and maintenance of electric utility real-time control systems within the Electric Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Electric Technology Systems Administrator.
- Exercises direct supervision over assigned professional and technical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for electric utility operational technology systems; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in the installation, configuration, and maintenance of operational technology systems and applications, including but not limited to the Supervisory Control and Data Acquisition (SCADA) System, Outage Management Systems (OMS), Generation Turbine Control Systems, and Generation Distributed Control System (DCS),.

- Oversee the design and implementation of operational technology systems architecture to ensure system reliability and availability, including system redundancies, backup and recovery plans, and access controls.
- Design and implement system communication networks and related telemetry settings, such as communications between SCADA master stations and substation field devices.
- Analyze and support real-time data acquisition technologies, such as distribution and generation control system software, OSIsoft PI and other control system historian applications.
- Manage technology infrastructure for real-time data exchange with other entities such as Balancing Authority of Northern California (BANC) and Western Area Power Administration (WAPA).
- Design and manage real-time control system interfaces connecting with other electric operational systems and related enterprise systems.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Establish and implement policies and system designs to be in compliance with cyber security standards of the North American Electric Reliability Council (NERC) and industry best practices.
- Supervise hardware and software systems support for sophisticated training, asset and work order, outage tracking, and related work management applications; support and maintain operational technology systems at generation and distribution facilities including substations, dispatch center, power plants, warehouse and operation buildings.
- Build and maintain positive working relationships with co-workers, other City employee and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and technical methodologies related to the development, design, implementation, analysis and maintenance of computer systems and applications related to operating and control systems in a utility environment.
- Principles of industry real-time control system architecture and security best practices.
- Principles of system redundancy and recovery technologies.
- Principle of operational technology system network design, development, and maintenance.
- Principles of computing technologies, such as Window Operating Systems,
- Familiar with industrial communication protocols such as DNP, Modbus, TCP/IP and IEC 60870-5.
- Regulatory requirements of the North American Electric Reliability Council (NERC).
- Principles of supervision, training and performance evaluations.
- Principles of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Principles and practices of project management.

Ability to:

- Organize, implement and direct electric utility computer systems operations.
- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and explain pertinent electric utility support practices and City and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.

- Supervise, train and evaluate assigned staff.
- Provide technical assistance in resolving difficult electric utility computer systems and applications issues.
- Effectively manage complex projects.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Experience:

Three years of performing professional duties related to electric systems operations, including analysis, design, implementation, and maintenance of electric utility computer based systems.

OR

Three years of increasingly responsible experience providing support to electric utility operating and control computer systems similar to the responsibilities of an Electric Technology Systems Technician with the City of Roseville (performing responsible technical duties in support of electric utility computer operational and control systems, including Supervisory Control and Data Acquisition (SCADA) and Distributed Control System (DCS); and analyzing, designing, programing, testing, installing, and maintaining a variety of electric utility computer systems).

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with course work in computer science, information systems, engineering, or a related field.

License or Certificate:

Possession of a valid California driver's license by date of appointment.

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 2-4, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
☐ Yes
☐ No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years of electric utility operating and control system support experience do you have?
☐ Less than 3 years
☐ 3-5 Years
☐ 5+ Years
4. Do you possess a GICSP (Global Industrial Control Security Professional) or CSSA (Certified SCADA Security Architect) certification? If yes, please attach a copy in the space provided.
☐ Yes
☐ No
5. Please describe, in detail, your electric utility control system support and management experience. If you do not have any work experience in this area, please put N/A.

6. Please describe the projects you have been involved in for developing and implementing regulatory compliance and cyber security for electric utility control systems.
7. Please provide examples of technical leadership you exercised with the staff you worked with.

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.