

# SENIOR ADMINISTRATIVE ANALYST - EMPLOYEE RELATIONS (ER)

Burbank Water and Power

*(Burbank, CA)*





## BURBANK WATER AND POWER

BWP's mission is safely providing affordable, reliable and sustainable utility services to the community. Our purpose is powering the flow of life, today and tomorrow.

BWP is characterized by a strong organizational culture with a family atmosphere, proactive planning and management, application of new technologies, strong relationships with Burbank's policy-makers and citizens, and a commitment to the health and safety of all BWP stakeholders. BWP's track record in these areas is exemplary, including system reliability performance that is among the best in the United States. BWP is committed to prudent innovation for the benefit of its ratepayers: for example, Burbank is one of the few cities in Southern California to have 100% "smart meters" for both electric and water service. Burbank is committed to sustainability as the first city to commit to providing 33% of power from renewable sources by 2020. Burbank met this goal by 2014. Burbank is also proud to provide some of the lowest water and electric rates in the southern California region and is an American Public Power Association rated Diamond-level Reliable Public Power Provider.

BWP is a vertically integrated, community owned municipal utility serving the City of Burbank, California. BWP is owned and operated by the City of Burbank and is governed by the Burbank City Council and an appointed board of Burbank residents. BWP is not-for-profit, delivering service at cost. BWP has 345 employees. Its large customers include Walt Disney Company, Warner Bros., Amazon, Nickelodeon, and the Cartoon Network. The Burbank City Council and BWP board are progressive and supportive. BWP also enjoys supportive and healthy relationships with its union members and representatives.

BWP's business, like other utilities, especially in California is changing in fundamental ways. Many of these changes directly affect BWP's operations, as California utilities move towards 60% renewable power by 2030 and 100% by 2045. This is an exciting and dynamic time to be joining the BWP team. Some believe the utility business is going to change more in the next ten years, than it has over the past 100 years. The challenge for BWP is balancing affordability, reliability and sustainability in an age of rapid change, resistance and customer demand.

## THE POSITION

Reporting to the BWP Administrative Officer, the Senior Administrative Analyst - Employee Relations (ER) will be responsible for implementing and coordinating a myriad of activities to promote and maintain a strong organizational culture. The person selected to fill this position will be a subject matter expert, collaborator, and a leader across all disciplines. Key focus areas include: employee performance, recruitment, classification and compensation, union collaboration, performance metrics, and implementation of new technologies.

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Essential job duties include, but are not limited to:

- Serving as the initial HR point of contact, providing advice, coaching, counseling, and training to proactively create/maintain an inclusive, respectful and safe work environment
- Proactively improving inefficient HR processes including all phases of the recruitment process
- Supporting succession planning efforts utilizing modern tools
- Conducting salary surveys and modifying Memorandums of Understanding.
- Establishing and revising job classifications
- Managing outside vendors, including contract administration
- Coaching personnel on employee evaluations, progressive disciplinary actions and conducting workplace investigations
- Utilizing computers and software, including but not limited to, performance management software, Microsoft Office Suite, databases, mobile applications and Sharepointe
- Developing and utilizing tools that track employee engagement, performance, attrition
- Preparing and giving presentations to the community, including employee orientations

## THE IDEAL CANDIDATE

The ideal candidate for this high visibility, high impact position is/can be characterized as someone who:

- **Committed** to fostering a healthy organizational culture where we create, communicate, collaborate and reinforce clarity in our mission, purpose, and values.
- **Focused on continuous improvement and innovation** - Delivering the future by using your experience to provide innovate solutions to improve current HR processes to move BWP forward.
- **Hungry for knowledge** - Likes reading, exploring and learning. Maintains and applies knowledge of current policies and regulations and uses knowledge for innovation. Seeks to understand and learn from other organizations in order to bring those ideas to improve our community.
- **Cares, connects, collaborates and creates** experiences which reinforce a genuine concern for people and for the collective community.
- **Leads** by example. Always models proper behavior. Is willing to speak to all audiences to communicate on ways we can improve in a way that builds trust and respect within BWP.
- **Results oriented** and skilled in completing tasks with accuracy. Driven to consistently deliver results and recognizes success is not measured by completion of a single task, but achievement of the desired results or end-goal of the team.
- **Organized** with experience in organizing confidential documentation for HR matters. Has the ability to juggle dynamic workload with competing priorities.
- **Humility** - Understands and accepts that success is the result of a team effort. Able to work independently and as part of a collaborative team.

- **Respectful** of others, the community, and the environment. Appreciates diversity of people and thought and always believes in the best of others. Communicates clearly and succinctly. Actively listens patiently and without judgment.
- **Social** - Enjoys working with, communicating with, and teaching people. Is driven to help and provides service to others. Has experience participating in and coordinating cross-functional teams for implementation of department wide initiatives. Has the ability to communicate complex technical information, including program metrics, to all levels of the utility.
- **Ethical** with high ethical standards and demonstrated experience handling highly sensitive information.

### Required Education and Experience:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City is acceptable. Example combination includes, but is not limited to, graduation from an accredited college with a Bachelor's degree in public administration, business administration, or a work related field AND two years of responsible experience in administrative, budget, or personnel analysis. One year of supervisory experience is preferred.

### Licenses and Certification:

- A valid California Class "C" driver's license or equivalent will be required at time of appointment.
- Lean Six Sigma certification is not required, but desired.

## COMPENSATION & BENEFITS

**Salary:** \$82,392.24 to \$108,345.60 per year, not subject to Social Security

**Benefits:** Medical, dental and vision plans; CalPERS retirement plan; retiree medical plan; 457 deferred compensation program; vacation and holiday leave; tuition reimbursement; no-cost 24/7 on-site gym; off-site 50 meter lap swimming pool; EV charger parking; and additional benefits. For more information on employee benefits, visit: <https://www.burbankca.gov/documents/174345/400292/BCEA+for+Full-Time+Employees.pdf/0c45534c-30e3-b9bb-72ed-09e010698abb?t=1608662642387>

## HOW TO APPLY

**Apply immediately** at [www.alliancerc.com](http://www.alliancerc.com) for priority consideration. Applications will be reviewed as they are received. For questions and inquiries, please contact Cindy Krebs at [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com) or 562-901-0769 x 336.

### ALLIANCE RESOURCE CONSULTING LLC

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## CITY OF BURBANK

The City of Burbank is nestled between the Hollywood Hills and the Verdugo Mountains at the edge of the San Fernando Valley in Southern California. Burbank's 17 square miles contain a diverse resident population of 107,000. Its excellent school system, extensive shopping, moderate year-round climate, tree-lined neighborhoods, proximity to ocean and mountains, and many parks make Burbank an excellent place to call home. Los Angeles and its many entertainment and cultural attractions are only a short drive away.