



CITY OF PASADENA

Department of Human Resources
100 N. Garfield Ave., Rm S135, P. O. Box 7115
Pasadena, CA 91109-7215
(626) 744-4366

<http://www.cityofpasadena.net/humanresources>

**INVITES APPLICATIONS FOR THE POSITION OF:
Management Analyst V / IV (Water and Power)**

An Equal Opportunity Employer

SALARY

\$48.49 - \$60.61 Hourly \$8,404.67 - \$10,505.75 Monthly \$100,856.00 - \$126,069.00
Annually

OPENING DATE: 12/09/21

CLOSING DATE: Continuous

THE POSITION

Management Analyst V

\$48.49 - \$60.61 Hourly
\$8,404.67 - \$10,505.75 Monthly
\$100,856.00 - \$126,069.00 Annually

Management Analyst IV

\$43.93 - \$54.91 Hourly
\$7,613.75 - \$9,517.17 Monthly
\$91,365.00 - \$114,206.00 Annually

The City of Pasadena Water and Power Department (PWP) Power Supply Division has an excellent career opportunity for Management Analyst V. The incumbent will be responsible for tracking and submitting compliance reporting related to Cap and Trade, Mandatory Reporting Regulation, Low Carbon Fuel Standards, and Renewable Portfolio Standard in order to meet local and state greenhouse gas (GHG) emissions requirements. This position deals heavily with the planning to comply and reporting compliance with legislation and regulations. The ideal candidate will also be responsible for attending public hearings, workshops and meetings to present information. The incumbent will also be working closely with engineering staff at the power plant, particularly in environmental compliance in thermal power plants and associated projects.

The Management Analyst V position manages a variety of administrative and support functions of the highest complexity. The functions managed and special projects assigned typically require substantial knowledge of and interface with the department's operations. Work responsibilities often require multi-departmental coordination and decisions that transcend the department.

Appointment may be made at the Management Analyst V or IV level depending upon qualifications. This recruitment is open continuous and is subject to close at any time.

IDEAL CANDIDATE

The ideal candidate will be responsible for sensitive and complex analytical work in support of the department's legislative and regulatory affairs program, initiatives and activities associated with the procurement of energy and fuel. The ideal candidate will be responsible for tracking and submitting compliance reporting in order to meet local and state requirements. The position also serves as PWP's representative at Southern California Public Power Authority on regulations and

other regulatory/legislative matters. Other core responsibilities include data contributions for the City's Climate Action Plan, and various data requests from within PWP as well as other City departments. The ideal candidate will also be cross-training with the power plant engineering staff and will become knowledgeable in compliance requirements about local, state and federal air quality, storm water, wastewater, and solid waste regulations applicable to power plants and electric utilities.

A first review of applications will be completed on December 23, 2021.

ESSENTIAL FUNCTIONS

The major responsibilities of this position are listed below. For more detailed information, please review the [job description](#).

Program/Organizational Analysis: Analyzes and evaluates unit/division/departmental objectives, programs, organizational structure, operations and control systems; coordinates City wide programs.

Project Management: Plans and directs activities of multi-faceted city wide projects of limited duration; evaluates progress and resolves difficulties including those crossing departmental lines; provides project leadership and advice to committees; provides technical direction and expertise related to project; manages and directs the work of project staff including vendors, subcontractors and City personnel.

Legislative Analysis and Development: Evaluates the effect of current and pending legislation on unit/division/department programs and operations; develops responses and legislative proposals; liaisons with State and federal officials.

Contract Administration: Researches contract services and supply needs; develops and negotiates contract terms; monitors contract compliance and mediates user/provider complaints.

Assists in the development of goals, objectives, policies and procedures; investigates, interprets, analyzes and prepares recommendations in relation to proposals for new programs, grants and/or services; analyzes, interprets and explains City policies and procedures; confers with members of the public to explain procedures and policies; investigates and prepares reports on specific requests and complaints pertaining to City/departmental/division activities; may supervise subordinate staff.

Conducts research and analyzes statistical and other data; makes recommendations on administrative and operational problems, policies and procedures.

Represents the City in the community and at interdepartmental, interagency and professional meetings.

Regular attendance is an essential function of this classification.

QUALIFICATION GUIDELINES

COMPETENCIES

The following list represents the core competencies needed for success in this position.

Self-Management - Showing personal organization, self-discipline, and dependability.

Innovation – Imagining and devising new and better ways of doing things.

Relationship Building – Establishing rapport and maintaining mutually productive relationships.

Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives..

Legal and Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations.

EDUCATION AND EXPERIENCE

- Bachelor's degree in business or public administration, finance or a closely related field AND
- Five years of progressively responsible analytical or administrative experience, two years of which is at the journey level and which includes supervisory responsibility
- Experience in a utility is preferred
- Experience in legislative analysis and environmental/regulatory compliance programs is preferred

SELECTION PROCESS

The selection process will consist of a written test of analytical skills, interview panel, department-level interviews and possibly an online Work Preferences Questionnaire.

This position is part of the Pasadena Management Association bargaining unit. Candidates selected for this position are subject to a one year probationary work period.

VACANCY INFORMATION

There is currently one vacancy in the Power Supply Division in the Water and Power Department. The resulting eligibility list from this recruitment may be used to fill this vacancy and similar vacancies in the future.

BENEFITS

The City of Pasadena offers a comprehensive [benefits package](#) to meet the needs of its employees and families. The City also offers a [Hybrid Work program](#), in which an employee's work schedule can be split with some work being performed in office and at a remote location.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, may be required for some assignments.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.cityofpasadena.net/humanresources>

EXAM #22-089
LC

Management Analyst V / IV (Water and Power) Supplemental Questionnaire

- * 1. To further assist us with reviewing your qualifications, please answer the following questions. Please complete all sections of this form. Please select yes to reflect that you have read and understand this statement.
- Yes
 No
- * 2. What is your highest level of education completed?
- High School diploma or equivalent
 Some college
 Associate's degree
 Bachelor's degree

Master's or advanced degree

None of the above

3. In 200 words or less, describe how your related experience has prepared you for success the Management Analyst V / IV (Regulatory and Compliance) position. Include in your response the projects/services worked with, specific duties you performed, your level of responsibility and the agency where you performed the work. If none, please respond "N/A."

* Required Question

Important Information

EQUAL EMPLOYMENT OPPORTUNITY: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

APPLICATIONS: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

EXAMINATION PROCESS: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

DIRECT DEPOSIT: All City employees will be required to sign up for electronic deposit for their payroll check and will only have access to their payroll information electronically.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination. The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

AGENCY SHOP REQUIREMENTS

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

SLIDING CLASSIFICATIONS AND UNDERFILLING POSITIONS: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

BENEFITS for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

VETERAN'S PREFERENCE POINTS: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDESHARE II PROGRAM: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

CIVIL DEFENSE: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

JOB LINE: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

HUMAN RESOURCES WEBSITE: www.cityofpasadena.net/humanresources

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