



City of Santa Clara  
**Electric Division Manager - Engineering**

|                        |  |                       |                 |
|------------------------|--|-----------------------|-----------------|
| <b>SALARY</b>          | \$99.99 - \$129.40 Hourly<br>\$17,330.95 - \$22,429.85 Monthly<br>\$207,971.40 - \$269,158.20 Annually | <b>LOCATION</b>       | Santa Clara, CA |
| <b>JOB TYPE</b>        | Full-Time  | <b>JOB NUMBER</b>     | 104Q            |
| <b>DEPARTMENT</b>      | Electric Utility   | <b>OPENING DATE</b>   | 01/30/2024      |
| <b>CLOSING DATE</b>    | Continuous   | <b>FLSA</b>           | Exempt          |
| <b>BARGAINING UNIT</b> | 9  | <b>WEIGHTING PLAN</b> | N/A             |

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## Description

### The Department:

As a community owned, not for profit municipal electric utility, [Silicon Valley Power \(SVP\)](#) has provided dependable electric service for over 125 years. SVP is the only full service, vertically integrated publicly owned utility in Silicon Valley owning generation, transmission and distribution assets. As a Public Electric Utility, Santa Clara's Silicon Valley Power is not driven by profits, as reflected in its significantly lower utility rates when compared to other private sector utilities. Silicon Valley Power is community and policy driven, which is reflected in the many green policies that it promotes, reduced rates and its strategic plan. Silicon Valley Power is one of few public electric utilities in California with an upward trajectory of growth.

Today, SVP owns, operates and participates in more than 1,200 MW of electric generating resources and serves a peak load of approximately 700 MW. SVP's expansion plan will double our system capacity over the next ten years. This includes over 30 strategic initiatives in four distinct areas: Utility Performance Excellence, Customer Engagement and Satisfaction, Progress and Innovation Focus, and Community and Environmental Stewardship. High-profile customers include large corporations such as Intel, Applied Materials, Amazon Web Services (AWS), and NVIDIA.

### The Position:

This is a professional position in the unclassified service, responsible for managing the one or more of the Engineering Divisions of the Electric Department relating to transmission planning, distribution engineering, capital improvement project delivery (design & construction), system expansion program, and environmental compliance. The position requires a demonstrated ability to work well with management, professional and administrative support employees in the Department and with customers, professionals, managers and all City Departments.

**MEETING THE MINIMUM QUALIFICATIONS DOES NOT GUARANTEE ADMITTANCE INTO THE EXAMINATION PROCESS. ONLY THE MOST QUALIFIED CANDIDATES WHO DEMONSTRATE THE BEST COMBINATION OF**

**QUALIFICATIONS IN RELATION TO THE REQUIREMENTS AND DUTIES OF THE POSITION WILL BE INVITED TO TEST OR INTERVIEW.**

As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and values.

## **Typical Duties**

Duties include but are not limited to the following:

Under general direction:

- Plan, develop, coordinate, perform, and direct the activities of the Engineering Division of the Electric Utility Department;
- Provide management and supervision for all activities of Engineering in the planning, engineering and design of individual system extensions, revisions and improvements;
- Provide recommendations on a broad spectrum of division-related issues;
- Manage assigned staff, provide technical instructions and assistance as necessary; develop, perform and manage the implementation of utility plans based upon applicable State and Federal laws;
- May be responsible for directing the activities of consultants and contractors;
- Attend meetings and work with engineers, contractors, specialists and City staff to ensure that City guidelines are met in the determination of requirements of projects;
- Represent the City at industry meetings, management groups, professional organizations, and other meetings;
- Make periodic and special reports, which describe the current Engineering Division activities and conduct special studies and prepare reports, including findings and recommendations, as required;
- Direct or conduct studies and analysis related to the reliability of the electric system to ensure compliance with appropriate Federal Energy Regulatory Commission/North American Electric Reliability Corporation (FERC/NERC) and industry reliability standards;
- Prepare or direct the preparation of purchase specifications required to implement Electric Utility Department purchases in connection with system expansion and improvements;
- Conduct review and analysis of new equipment, methods and materials pertinent to the design, construction, operation and maintenance of the electric system, and make recommendations to appropriate Managers;
- Confer with and assist the Director of Electric Utility in the development of long-range plans, goals and objectives, and budgets;
- Manage, schedule and evaluate the work of Engineering Division staff, and develop processes designed to support a continuous learning environment;
- Analyze Engineering Division operations to determine the most efficient and effective assignment of staff;
- Prepare the Engineering Division budget, recommend allocation of division funds within guidelines; monitor expenditures to ensure adherence to the approved budget, manage contractual services;
- Administer and assist in the staffing, administrative and financial matters of the Engineering Division; and
- Perform other related duties as assigned.

## **Minimum Qualifications**

### **EDUCATION AND EXPERIENCE**

- Education or experience equivalent to graduation from an accredited college or university with a bachelor's degree in electrical engineering or closely related field; and
- Four (4) years experience at a responsible level in engineering in the electric utility industry or closely related field is required.

### **DESIRABLE EXPERIENCE**

• One (1) year of experience managing staff, and with responsibility for division budget planning and administration is desirable.

### **DESIRABLE QUALIFICATIONS**

• Possession of a certificate of registration as a Professional Engineer in the State of California is desirable.

### **POSSIBLE SUBSTITUTION**

• Possession of a valid certificate of registration as an Electrical Engineer issued by the California State Board of Registration for Civil and Professional Engineers may be substituted in lieu of a bachelor's degree in electrical engineering or closely related field.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

***Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of Santa Clara will not sponsor, represent, or sign documents related to visa applications/transfers for H1B or any other type of visa which requires an employer application.***

## **Knowledge, Skills, and Abilities**

Knowledge of:

- Principles of electrical utility planning and engineering involved in the development, construction, production, operational methods in interconnected utility areas, principles of program evaluation, forecasting and planning, probability and energy analysis and formulation; customer service; telecommunications and controls; and information technology;
- Principles of engineering economics, statistical analysis and forecasting;
- Principles of management, supervision, personnel administration, training and performance evaluation;
- Principles of organization and management, effective leadership and municipal budgeting and administration;
- Regulatory laws, standards and requirements including FERC/NERC Reliability Standards;
- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Complex spreadsheets and database applications;
- Preparation and administration of contracts and fiscal planning;
- Project and workload planning; and
- Environmental and safety practices, procedures and standards.

Ability to:

- Analyze complex data; resolve applicable problems; evaluate alternatives and recommend an appropriate course of action;
- Effectively negotiate contracts and customer business relations;
- Manage contractor activities;
- Manage project development and operations management;
- Identify, research and gather relevant information from a variety of sources;
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues;
- Anticipate potential problems, develop contingency plans when needed and solve concurrent problems;
- Provide the leadership and management of the division through coaching, empowering and facilitating employees working in a team environment;
- Create a culture that is conducive to change and one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role, and job expectations;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, and establishes an atmosphere of respect for employees consistent with the City's Code of

## Ethics and Values;

- Build constructive relationships by promoting collaborative partnerships with department peers, bargaining units, employees, citizens, and others contacted in the course of work;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Prepare and present highly technical and complex written and oral reports using multi-media to large groups and City staff;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Plan, organize, direct, and coordinate organization activities and effectively manage the work of Engineering Division staff;
- Work effectively and coordinate multiple projects and complex tasks simultaneously in time-sensitive situations and meet deadlines;
- Communicate logically and clearly, both orally and in writing; follow oral and written instructions;
- Understand and carry out highly complex technical tasks;
- Use computer applications to prepare memos and procedural documentation;
- Create, manage and maintain complex filing and record systems;
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, lift or any other physical requirement as necessitated by the position to perform assigned duties.

### **Additional Information:**

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration. Applications must be filled out completely (i.e. do not write "see resume or personnel file.") To receive consideration for the screening process, candidates must submit a **1) Cover Letter and, 2) Resume**. Incomplete applications will not be accepted. Application packets may be submitted online through the "Apply Now" feature on the job announcement at [www.santaclaraca.gov](http://www.santaclaraca.gov).

**This position is open until filled: Applications will be reviewed on a bi-weekly basis for consideration to the position. If you are interested in applying you are encouraged to apply as soon as possible, before the position is closed. A first review of applications will be on Friday, February 23, 2024.**

The City of Santa Clara is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of Santa Clara is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 615-2080 or [HumanResources@santaclaraca.gov](mailto:HumanResources@santaclaraca.gov).

## **Benefits**

### **City of Santa Clara Benefit Summary Overview for Bargaining Unit #9 Miscellaneous Unclassified Management**

This summary provides a brief overview of the City of Santa Clara's benefits available to Bargaining Unit #9 employees in 2024. In the event of any conflict between the information in this summary and the applicable official plan documents, City Manager's Directives (CMDs), Personnel and Salary Resolution, or Memorandum of Understanding (MOU), the applicable official plan documents, CMDs, Personnel and Salary Resolution, or MOU will prevail over this summary. Benefits are subject to change.

### **Retirement:**

- Membership in the California Public Employees Retirement System (CalPERS)
  - Classic Employees: 2.7% @ age 55 formula –employee pays 8.00% of gross pay, minus \$61 bi-weekly
  - New Employees: 2.0% @ age 62 formula – employee pays 7.00% of gross pay

- Medicare and Social Security (FICA)
  - Employee pays 6.20% up to \$10,397.40 (Social Security) and 1.45% (Medicare) of gross pay

**Health Insurance:**

- City contribution up to \$2042.82/month, based on enrollment in a CalPERS health plan
- Employees electing health coverage with premiums above the City health contribution will pay additional premium costs from salary on a pre-tax basis
- Coverage is effective as early as the first day of the month after date of hire
- If an employee enrolls in a plan with a premium that is less than \$946.86/month, they will be paid the difference in cash
- Employees hired on or after 1/1/2023 who opt-out of City-offered health insurance and provide annual attestation and acceptable proof of alternative required coverage for themselves and their tax family, if applicable, are eligible for a cash-in-lieu amount of \$250/month. Contact Human Resources for more details

**Dental Insurance:**

- Choice of two Delta Dental plans; enrollment is mandatory
- City pays lowest cost employee only plan; additional cost is paid by employee
- Coverage is effective as early as the first day of the month after date of hire

**Vision Insurance:**

- Choice of two VSP plans
- City pays lowest cost employee only plan; additional cost is paid by employee
- Coverage is effective as early as the first day of the month after date of hire

**Voluntary Employee Beneficiary Association (VEBA):**

- City contributes \$50.00 a month toward employee's VEBA account
- Account funds may be used to pay for qualified medical expenses after separation from the City and after age 50 (pre-tax)

**Life Insurance:**

- City pays for \$50,000 of Basic Life Insurance coverage
- Coverage is effective the first of the month after one calendar month of employment
- Additional optional insurance may be purchased by the employee for the employee, spouse, domestic partner, and/or dependent children

**State Disability Insurance (SDI):**

- Employee pays 1.1% of gross pay (includes Paid Family Leave)
- 7 day waiting period. Weekly paid leave for absences due to non-work related injuries/illnesses. Benefit is based on past earnings. Refer to [edd.ca.gov](http://edd.ca.gov) for more information

**Paid Family Leave (PFL):**

- Up to 8 weeks of benefits within a 12-month period to care for a family member or to bond with a new child
- No waiting period. Weekly paid leave benefit. Benefit is based on past earnings. Refer to [edd.ca.gov](http://edd.ca.gov) for more information

**Long Term Disability (LTD) Insurance:**

- Benefit is 60% of basic wage up to \$13,333; max \$8,000/month
- City paid benefit. City pays \$.207/\$100 of insured earnings
- 60 calendar day waiting period
- Coverage is effective the first of the month after one calendar month of employment

**Deferred Compensation:**

- Voluntary plan through Nationwide Retirement Solutions
- Employee may contribute up to the lesser of the IRS maximum or 100% of gross compensation into a pre-tax 457(b) account or a post-tax Roth 457(b) account (or a combination of the two accounts) subject to IRS rules

**Flexible Spending Account (IRS Section 125 Plan):**

- Employee may contribute up to \$3,200 per year in pre-tax dollars to a health care spending account
- Employee may contribute up to \$5,000 per year in pre-tax dollars to a dependent care spending account
- Employee may contribute up to \$315 per month in pre-tax dollars to a commuter benefit plan

**Vacation:**

- Vacation is accrued bi-weekly, cannot use vacation during first 6 months of City service
  - For 1 - 4 years of service: 10 days (80 hours)/year
  - For 5 - 9 years of service: 15 days (120 hours)/year
  - For 10 - 15 years of service: 21 days (168 hours)/year
  - For 16 - 20 years of service: 22 days (176 hours)/year
  - For 21+ years of service: 24 days (192 hours)/year
- Maximum accrual is 480 hours
- Once per year, employees can elect to convert up to 80 hours of accrued vacation to cash to be paid out in up to two cash-outs the following calendar year

**Sick Leave:**

- Sick leave is accrued bi-weekly for equivalent of 96 hours per calendar year with no maximum accrual
  - Up to 48 hours/year of accumulated sick leave may be used for family illness
  - Up to 32 hours/year of accumulated sick leave may be used for personal leave
- Employee may convert sick leave to vacation once per calendar year (annual maximum conversion is 96 hours sick to 48 hours vacation)
- Partial sick leave payoff provision on retirement depending on years of service

**Management Leave:**

- 120 hours of management leave credited to employees each January 1st
  - New employees hired between January 1st and June 30th receive 120 hours of management leave their first year
  - New employees hired between July 1st and December 31st receive 60 hours of management leave their first year
- Unused management leave may be carried over from one calendar year to the next; however, an employee may never have more than 240 hours (calendar years 2021 through 2024) of “banked” management leave

**Holidays:**

- Seventeen paid eight-hour holidays per year (13 & 4 holidays between 12/25 to 1/1 of following year)

**Mobile Communication Device Allowance:**

- \$80/month in lieu of carrying a City-issued cell phone

**Auto Allowance (an alternative to mileage reimbursement or use of a City vehicle):**

- Department Heads receive \$320/month (up to \$520, with City Manager approval). Other Unit 9 employees can receive \$200/month (Up to \$500 with City Manager approval)

**Tuition Reimbursement Program:**

- Up to \$2,000 per fiscal year for tuition reimbursement

**Employee Assistance Program:**

- Confidential counseling to employees and dependents. Up to maximum of five (5) consultations per family member per incident per year
- City paid benefit

**Retiree Medical Reimbursement Program:**

- Employees who retire from the City with at least ten (10) years of service shall receive reimbursement to help cover retiree single health insurance premiums. The reimbursement maximum includes the PEMHCA minimum.
- Up to age 65, retirees are eligible for reimbursement up to \$416/month in 2024 (amount adjusted annually)

- After age 65, retirees are eligible for reimbursement up to \$249/month in 2024 (amount adjusted annually)

#### **Alternate Work Schedule:**

- An employee shall be eligible to work a 9/80 alternate work schedule according to the conditions, criteria, and requirements set forth in City Manager's Directive 71. Requests to work a 9/80 schedule shall be made through or by the Department Head to the City Manager. The City Manager must approve the schedule and the City Manager or Department Head (for employees other than Department Heads) may terminate the schedule at any time.

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#### **Agency**

City of Santa Clara

#### **Address**

1500 Warburton Ave.

Santa Clara, California, 95050

#### **Phone**

408-615-2080

#### **Website**

<http://www.santaclaraca.gov>

## **Electric Division Manager - Engineering Supplemental Questionnaire**

### **\*QUESTION 1**

**Please select the option that best describes how you meet the minimum qualifications for the position.**

- Graduation from an accredited college or university with a bachelor's degree in electrical engineering or closely related field; and four (4) years experience at a responsible level in engineering in the electric utility industry or closely related field.
- Four (4) years experience at a responsible level in engineering in the electric utility industry or closely related field; and registration as an Electrical Engineer issued by the State of California.
- I do not meet the minimum qualifications.

### **\*QUESTION 2**

**Do you possess a valid California driver's license?**

- Yes, I have a valid California driver's license.
- No, but I have the ability to obtain a valid California driver's license by the time of hire.
- I do not have a valid California driver's license.

### **\*QUESTION 3**

**Please describe your engineering experience working for an electric utility. Provide specifics on your typical duties and number of staff under your supervision and span of control.**

### **\*QUESTION 4**

**What specific experience do you have with the design and construction of 115/60kV substation facilities? Please include any experience associated with equipment procurement, cost estimation, schedule preparation, and QA/QC inspections.**

### **\*QUESTION 5**

**What specific experience do you have with developing route alternatives, evaluating plan / profile designs, and performing constructability reviews of 60kV and/or 115kV transmission lines?**

**\*QUESTION 6**

Describe challenges you have faced with managing teams and prioritizing large interdependent capital projects. What did you do to overcome these challenges?

**\*QUESTION 7**

Please describe any experience you have developing utility specifications and typical drawing details for 115/60 kV distribution substations, 115/60 kV transmission lines, and medium voltage distribution facilities. Please include what tools you have used to develop any specifications and drawing details.

**\*QUESTION 8**

Describe your experience with managing budgets and financial reporting. How do you approach budgeting? What tools are you familiar with?

**\*QUESTION 9**

This position is expected to provide strong technical skills and guide the development of engineers for succession planning. What techniques have you used to develop engineers within your organization?

\* Required Question