

**SACRAMENTO MUNICIPAL UTILITY DISTRICT
PAS POSITION DESCRIPTION UPDATE PROJECT
INSTRUCTIONS FOR DRAFT DESCRIPTION REVIEW**

PAS DESCRIPTION UPDATE PROJECT: The purpose of the PAS Description Update Project is to standardize the existing format and content of the PAS descriptions; to describe the key responsibilities and related expected results for each position; and to provide clearer and more descriptive information about each position's requirements.

Please review the draft PAS Position Description (PD) attached to this set of instructions. The position numbers allocated to this position are listed on the top of page one of the draft PD so you should review this PD for its applicability to all the positions listed.

In reviewing and revising the PD, consider the position as it currently exists.

Please DO NOT DELETE any of the text on the draft. You may make revisions directly to the text by underlining text that you recommend be removed and USING CAPS TO INDICATE TEXT THAT YOU SUGGEST BE ADDED to the description.

The **red text** contains standardized, uniform language approved by the District for all positions at comparable levels. **DO NOT MODIFY ANY OF THE RED TEXT.** If you disagree with any of the red text descriptions, please explain in the "Supervisor's/Manager's Comments" section on the last page of the PD.

PLEASE NOTE: BECAUSE THIS DOCUMENT'S FILENAME CONTAINS IMPORTANT INFORMATION FOR TRACKING, PLEASE DO NOT ALTER THIS FILENAME IN ANY WAY.

The PD has been drafted to answer the following questions:

- What is the **purpose** of the position?
- **Why** is the position important to the District?
- What are the **essential functions**/duties performed by the position?
- What are the **results** expected from the position?
- What **minimum qualifications** of background, knowledge, skills, education, experience and/or training are required in order to perform the position satisfactorily? *(Please note that the **minimum qualifications** required may be noticeably less than the background, knowledge, skills, experience or training that current incumbent(s) had when they assumed the position or that they have now.)*

In conducting your review, you are encouraged to utilize your staffing resources (whether it is incumbents in the position or your support staff) as well as your business unit's assigned HR Analyst (see the HR website "Your HR Support Team" for details). In addition, you may contact the consultants working on this Project at Dembrowsky and Associates, Inc. by emailing us at PASJOBS@DEMBROWSKY.COM.

An explanation of each of the main sections of the PD follows.

Position Purpose: This is a **two-part** statement that states succinctly **why** the position is important to the District and **what** it is expected to achieve. It forms a brief but very informative summary of the position and its relationship to the District's mission. Although this description does not provide detail about the position, it places its role in perspective within the body of District positions.

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Nature and Scope: This is a standard language statement (**therefore it is in red text and should not be revised**) describing the position's level within the District (ranging from entry-level professional through unit supervisor). (**If you find that the Nature and Scope description is inappropriate to the position's level, please explain under "Supervisor's/Manager's Comments".**)

Essential Functions/Duties and Expected Results: The core of the PD is devoted to statements that describe the broad responsibilities (or functions) and related duties as well as the results that the position is expected to achieve.

The **Essential Function** statements describe the **major roles** that the PAS position serves within the District that are fairly stable and consistent from year to year. The Essential Functions are not a list of tasks, but rather statements describing the major responsibilities and duties of the PAS position.

The **Expected Result** statements follow each Essential Function, begin with the word "To" and describe **what the position is supposed to achieve** when the Essential Function is successfully performed. It should be clear from the expected results statements, why the Essential Function is performed.

Each Essential Function/Duty and its related Results statement create a pair of very important descriptions about the position. All of them together should cover the important and necessary aspects of the position.

Where applicable, standard language statements for supervisory, project management and budgetary responsibilities are included in **red text and therefore should not be revised**. **If you find any of these descriptions to be inappropriate to the position's level, please explain under "Supervisor's/Manager's Comments".**)

Minimum Qualifications (MQs): These provide an overview of what qualifications are **necessary** to be hired into the PAS position. The Minimum Qualification categories covered include: **Knowledge, Skill, Experience, Licenses** and **Certifications**. Please review the qualifications that an incumbent **must have** to satisfactorily perform the essential functions and duties upon being hired into the PAS position. These MQs should **NOT** list the personal qualifications of current or previous incumbents; but rather, identify the minimum set of knowledge, skills, licenses/certifications (if necessary) and experience. The minimum qualifications must be consistent with the essential duties and expected results described.

Knowledge is a body of information applied directly to the performance of a function/duty. Some of the statements are standard language statements referencing common areas of knowledge for PAS positions across the District (such as "knowledge of standard operating procedures for modern office equipment") and some are very specific to the position (such as, "knowledge of engineering design principles", "knowledge of methods and techniques for training staff").

Skill is the potential to competently perform an observable duty and usually results in an observable product (e.g., "prepare clear and concise reports.") Again, some of the statements are standard language and others are specific to the position. **If you add Skill statements, please begin each with a verb.**

Experience: Indicates the typical minimum years of relevant work experience required. The PDs use standard ranges of experience (no work experience, up to 1 year, 1 to 3 years, 4 to 6 years, 7 to 9 years, or 10 or more years).

Licenses and Certifications: List **licenses, registrations** and/or **certifications REQUIRED** in order for someone to be hired into the position. For most PAS positions, the response is "None".

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Desirable Qualifications: The desired minimum level of formal **Education** or training from an accredited school, college or university is described, along with the area(s) of specialty. If an education level is required (such as a law degree for an attorney) it is listed under the **Minimum Qualification** section.

Physical Requirements: The same standard language statement for all PAS positions is provided. Please do not amend this statement.

Date Written: Indicates when the draft PD was drafted. This date will be adjusted to reflect the dates of future revisions.

Consultant's Comments: Questions and requests for further clarification from the consultant will be written here.

Supervisor's/Manager's Comments: If you disagree with the Nature and Scope level statement or any of the red text Essential Function/Duty and Expected Results statements, please explain. Also, you may provide any other information on the PAS position that you think would be helpful in understanding it.

Thank you for your assistance. Please review your revisions, save the file for your records, then send this file via email to PASJOBS@DEMBROWSKY.COM. Based on revisions to this draft that you may suggest, we will then prepare the final document that will be accessible electronically to you and others via your SAP and related systems.

**SACRAMENTO MUNICIPAL UTILITY DISTRICT
EXEMPT POSITION DESCRIPTION**

Prin Distrib Sys Engr

Job Code: 50083179	Position No.: 50052224, 50052225, 50052232, 50052233, 50089175
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POSITION PURPOSE

To perform specialized professional technical and analytical functions in analyzing the performance of an assigned distribution system area and identifying corrective actions needed to ensure that the distribution system is configured to meet the District's short-, medium- and long-range needs in an efficient, cost-effective and safe manner and is in compliance with the District's guidelines and applicable laws and regulations.

NATURE AND SCOPE OF THE POSITION

Serves as a technical or functional expert or consultant providing expertise and/or direction in one or more areas of a professional discipline and assumes responsibility for resolving complex problems and overseeing complex projects. May also serve in a Lead role and assist in planning, coordinating, prioritizing, monitoring and evaluating the work results in assigned area and in selecting, training, motivating, evaluating and developing lower-level personnel.

ESSENTIAL FUNCTIONS/DUTIES AND EXPECTED RESULTS

1. Plans, coordinates, prioritizes, monitors, and guides work activities with work-unit employees to meet established task objectives and deadlines by following established policies and precedents; communicating with team members and incorporating their input to processes and techniques; providing staff training; promoting staff safety and a safe work environment; assisting in selecting and orienting new personnel; assisting in evaluating work performance results; participating as a team member in accomplishing objectives; and referring problems to supervision where solutions are not readily achievable.

To provide leadership and participate in assigned tasks of a work unit in order to meet defined unit goals and schedules and comply with District schedule, quality, quantity, safety and performance standards.

2. Leads and performs distribution system planning and design by monitoring system planning and design; developing the philosophy, methodology, criteria and standards for system analysis and design; developing, maintaining and revising related policies, rules, regulations and programs; developing and overseeing planning and analysis performance measures, work methods, procedures and training programs; and.

To ensure system reliability and the delivery of adequate power to meet the District's power needs in a cost effective manner.

3. Conducts complex analyses of system performance and projected systems demands by forecasting electrical load growth; modeling and analyzing system impacts; identifying system deficiencies and corrective actions; performing work justification studies; producing annual work plans for capital and O&M expenditures; assisting in accident/incident investigations and reviews; evaluating new technologies; and reviewing safety trends to identify areas for improvement

To ensure that the District's distribution system is configured and operated to provide the maximum output and the maximum operating flexibility within contractual, emissions and other limits.

4. Provides high-level expertise and guidance by representing the District in technical discussions with city, state and federal regulatory agencies; participating in professional organizations to develop industry technical standards

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and guidelines for electrical safety and distribution system planning; investigating and providing conceptual service design and performance documentation for special facilities agreements with very large and critical customers; preparing and presenting program and policy initiatives and change proposals to District executives and the Board of Directors; specifying distribution system modeling requirements and procedures; developing service requirements for customers that may generate and/or operate in parallel with the District's distribution service; reviewing relevant District programs, projects, reports and proposals to evaluate system impact; participating in the development of the District's strategic plan; representing the District on technical and professional engineering committees (such as ANSI, IEEE and regulatory commissions); serving as an expert witness in the area of distribution system planning

To provide inter-utility and intra-utility coordination and ensure the implementation of the District's strategic business objectives.

5. Assists in administering the department budget by participating in planning, monitoring and revising schedules, work plans, expenditures and assignments.

To support the achievement of unit objectives in a fiscally responsible manner.

6. Plans, coordinates, prioritizes, monitors, guides, reviews and conducts work activities associated with department internal/external projects in accordance with established task objectives and schedule as outlined in the project plan/contract.

To ensure assigned work activities successfully contribute to the overall completion of department projects.

7. Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: safety policies, practices and procedures; standard operating procedures for modern office equipment including a computer and applicable software; English grammar, punctuation and vocabulary standards; District policies, procedures, applicable MOUs and other special agreements; methods and techniques for planning, organizing and overseeing work activities; methods and techniques for training staff; techniques and concepts related to teamwork; techniques for exercising leadership and authority; methods and techniques for report preparation and writing; techniques and practices for negotiating; principles and practices of economic analyses of projects and programs; techniques and practices for resolving complex technical issues; complex computer systems and resources, electronic records, database administration; interrelationships between the District's operations and relevant external entities; principles, practices and procedures related to power distribution systems, concepts and systems related to distribution construction, planning, operation and maintenance; concepts and systems related to engineering analyses of reliability, power quality, root cause, and economic and systems data; computer-aided modeling and analysis; methods and equipment related to distribution system monitoring; theories and practices related to electric power system design; theories and practices related electric distribution system planning; load data analysis and forecasting methodologies; policies, practices and procedures related to distribution system maintenance; performance management techniques related to Project Management; principles and practices for contract management; procedures and practices for cost control and project scheduling; procedures and practices for monitoring and managing projects.

Skill to: utilize a personal computer and/or computer terminal, systems and software relevant to the job; communicate effectively orally and in writing internally/externally; establish and maintain effective working relationships internally/externally; establish and maintain working relationships internally/externally; identify and assess training needs for staff; interact with others to influence and motivate; interpret District policies, procedures, applicable MOUs and/or other special agreements; establish and maintain working relationships internally/externally; identify and assess training needs for staff; interact with others to influence and motivate; interpret District policies, procedures, applicable MOUs and/or other special agreements; oversee adherence to safety policies and procedures; analyze complex issues and develop/implement resolution alternatives; analyze procedures/systems and develop/implement operational improvements; analyze situations, documents and data for conformance to established policy and procedures; apply applicable laws, codes and regulations; appraise

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situations and people accurately and adopt an effective course of action; determine the potential long-term outcomes of a change in operations; develop an estimation of how a system should work under ideal conditions; evaluate and resolve complex technical issues; interpret, analyze and apply pertinent policies, procedures, regulations and requirements; organize highly complex and conflicting data in a readily understandable manner for various audiences; prepare a business case to weigh the relative costs and benefits of a potential action; weigh the relative costs and benefits of a potential action; serve as reference person for other employees; serve as an expert witness in court; monitor and manage projects; perform complex technical engineering analysis and forecasting; use complex computer-aided modeling and analysis tools; write technical documents; assist in budget preparation and administration.

Experience: 7 to 10 years of progressively responsible relevant work experience in planning, design and operation of electric utility distribution systems or 3 to 5 years of progressively responsible relevant work experience as a District Senior Distribution Systems Engineer.

Education: BS degree from an accredited college or university majoring in Electrical Engineering or related field or equivalent experience.

LICENSES OR CERTIFICATES:

Professional Electrical Engineer (PE) registration with the California Department of Consumer Affairs.

DESIRABLE QUALIFICATIONS

PHYSICAL REQUIREMENTS

Applicants must be able to perform the essential job functions with or without a reasonable accommodation.

Date Written: 03/02/02

CONSULTANTS' COMMENTS

None

SUPERVISORS'/MANAGERS' COMMENTS