

**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

Sr Distribution Design Engr

Job Code: 50083179	Position No: 50052218, 50052220, 50052227, 50052228, 50052939, 50052946, 50052802
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POSITION PURPOSE

To provide senior level skills for the design of complex standard and non-standard electrical distribution facilities including distribution/transmission substations, and the development of distribution line and substation design and construction standards.

NATURE AND SCOPE OF THE POSITION

Serves as an advanced journey level resource in a relevant professional discipline; works independently on projects of moderate complexity; exercises independent judgment and discretion; may 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

In addition to the functions/duties required of the Associate Distribution Design Engineer, the responsibilities of the Senior Distribution Design Engineer may include, but are not limited to, the following:

1. Contributes to the development, maintenance and reliability of District power distribution and transmission facilities by managing and performing the design and construction of complex standard and non-standard projects which include the design and modification of transmission substations, the development of distribution line and substation construction and design standards, and the development of plans which define the scope, budget, schedule and resources for assigned projects.

To help ensure that electrical transmission and distribution facilities are adequate to meet District customer requirements on a reliable basis.

2. Manages contractors on assigned projects by preparing and/or reviewing and approving requests for contract services or materials including bid proposals, specifications, and related contract documents; evaluating and participating in the selection of contractors; negotiating with contractors on behalf of the District; providing technical consultation for selected contractors; and monitoring and directing contractor activities in accordance with contract documents.

To assure the selection and performance of contractors in accordance with project needs, requirements and contract agreements.

3. Responds to equipment failures in the distribution system by evaluating failures, preparing reports, and recommending courses of action, and directing and, where complex repairs are required, directing and overseeing the repair and/or installation of equipment.

To maintain and improve the functioning of the distribution system.

4. Develops and maintains materials, equipment and construction standards specifications and quality control by evaluating new materials, developing construction design standards, writing equipment specifications, coordinating trial equipment installations, evaluating technical bids of equipment for application on the District's distribution system, conducting source inspections of manufacturing facilities for pre-qualification and during project production

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on District orders, performing receiving inspection on critical items, and providing technical expertise and guidance to the test laboratory engaged in the examination and acceptance testing of received materials, the examination and failure analysis on failed materials, and instrument repair and calibration in support of other work groups.

To ensure that materials and equipment utilized in District power distribution and transmission facilities meet established specification and quality requirements to facilitate proper functioning and achieve life cycle requirements.

5. Maintains a current knowledge of industry practices, standards and procedures of electrical power distribution design, construction, materials and equipment through contact with industry peers, professional journals, membership in professional associations, contact with materials and equipment suppliers, and evaluation of new products.

To acquire and maintain technical expertise for the benefit of the District in professional area of focus.

6. Informs District executive management, Board of Directors and Board committees of project status through informational presentations and periodic written and oral reports.

To ensure that executive and Board authority is always current on project status and progress so that related management decisions, when and if made, are based on a current up-to-date knowledge of the situation.

7. 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.

8. 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.

9. 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; principles, procedures and practices related to distribution system design, construction, operation and protection; principles, procedures and practices related to electrical power engineering including advanced circuit analysis, electrical equipment design, short circuit calculations, grounding, and protective relaying; principles, procedures and practices related to manufacturing processes of electrical equipment and components including welding, rubber/fiberglass/plastic extruding, metal fabrication and assembly; applicable industry standards such as ANSI, IEEE, NEMA, ICEA, ASTM, ISO 9000, ISO 9001 AND ISO 9002; federal, state and local laws, codes and regulations governing safety; District policies, procedures, applicable MOUs and other special agreements; concepts related to evaluating and recording performance results; methods and techniques for planning, organizing and overseeing work activities; methods and techniques for training staff; practices for delegating, assigning and reviewing work assignments; 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; techniques and strategies for public speaking; concepts for cost control and project scheduling; 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

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managing projects; techniques and practices for problem research and resolution; techniques and practices for resolving complex technical issues; techniques and practices related to negotiations and compromise; procedures and practices for overseeing contractor's/consultant's work activities; procedures and practices for project budget management.

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; establish, manage, monitor and update budget; initiate, establish and maintain working relationships internally/externally; 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; plan, oversee and review the work of others; provide input to performance evaluations for the work of others; compile and prepare technical, statistical and/or analytical reports and presentations; develop and conduct oral presentations to internal/external audiences; explain complex and/or controversial policies, regulations, procedures and/or activities internally/externally; express ideas/facts clearly and concisely to individual or groups, taking into account the audience and nature of information; develop and maintain project budget and schedule; evaluate and resolve complex technical or management issues; monitor and manage projects; negotiate with internal and external management on projects; plan, organize, prioritize and schedule projects; analyze complex issues and develop/implement resolution alternatives; analyze situations, documents and data for conformance to established policy and procedures; apply applicable laws, codes and regulations; appraise situations and people accurately and adopt an effective course of action; evaluate and resolve complex technical issues; interpret, analyze and apply pertinent policies, procedures, regulations and requirements; interpret, clarify, understand and analyze verbal/written information and ideas; organize highly complex and conflicting data in a readily understandable manner for various audiences.

Experience: 5 to 7 years of progressively responsible relevant work experience in the planning, design, and operation of electric utility distribution systems

LICENSES OR CERTIFICATES:

Registration as a Professional Electrical Engineer (PE) with the State of California may be substituted for the degree requirement.

DESIRABLE QUALIFICATIONS

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

PHYSICAL REQUIREMENTS

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

Date Written: 3/10/03

CONSULTANTS' COMMENTS

None

SUPERVISORS'/MANAGERS' COMMENTS