

**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. They are those duties that are critical for the position and the position would be quite different if this duty were excluded.

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, 1 to 3 years (entry), 3 to 5 years (journey), 5 to 7 years (senior), 7 to 10 years (principal) 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**

Assoc Distrib Design Engr (J)

Job Code: 50083179	Position No: 50052219, 50052940, 50085975
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POSITION PURPOSE

Under general supervision, to design standard and non-standard distribution sub-stations, lines and facilities in compliance with relevant District, local, state and federal safety and engineering codes, laws and regulations.

NATURE AND SCOPE OF THE POSITION

This classification is comprised of two levels: Level "E" is the entry level where incumbents acquire the knowledge, skills and abilities to perform the task associated with power distribution planning. The incumbent is promoted to level "B" upon demonstrating the required skills and knowledge. Level "E" assists in conducting professional-level work assignments in a major functional or technical area while learning to assume full journey-level responsibilities and to exercise increasingly independent judgment and discretion within established broad guidelines. Level "J" serves as a journey-level resource in a relevant professional discipline; works independently on projects of minor to moderate complexity; exercises independent judgment and discretion within established broad guidelines.

ESSENTIAL FUNCTIONS/DUTIES AND EXPECTED RESULTS

1. Contributes to the development and construction of utility power system projects by preparing designs of electrical facilities such as distribution sub-stations, distribution lines and standard and non-standard service facilities: Prepares rough design drawings and diagrams; oversees the preparation of finished drawings; and reviews final drawings for accuracy and conformance with design requirements. Prepares draft technical specifications for equipment purchases and electrical systems. Collects, computes and compiles engineering data/statistics for equipment power requirements, electrical load surveys, and similar data, and interprets and makes recommendations based on data collected.

To help ensure that electrical transmission and distribution facilities are designed to meet District power requirements and local, state, and federal safety and engineering codes, laws and regulations.

2. Ensures the performance and progress of assigned projects by developing plans that define project scope, budget, schedule and resources, and by managing project design and construction including budget management, scheduling, coordination of engineering work, resources and materials, reporting and resolution of issues. Writes procedures and provides field engineering support to District technicians during construction and startup of facilities.

To ensure the proper and efficient use of District resources, the timely completion of projects in compliance with District procedures and standards within approved project plan costs and time frames, and the resolution of conflicts with external agencies, customers and/or contract staffs, and between internal groups.

3. Manages contract services for assigned projects by reviewing and approving requests for contract services, writing specifications for contract bid requests, evaluating bids, processing contractors' material submittals and drawings, inspecting and reporting on contractors' construction procedures, and performing final inspection of completed construction.

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

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4. Assures that standards, specifications and quality requirements for District-ordered distribution materials and equipment are maintained by making source inspections of manufacturing facilities for pre-qualification and during production, preparing receipt inspection procedures, conducting receiving inspection on critical items, and working with the test laboratory to conduct electrical and mechanical tests on new materials to determine suitability for intended use and compliance with specifications.

To ensure that materials and equipment utilized in the construction and maintenance of District power distribution and transmission facilities meet established specification and quality requirements.

5. Maintains working relationships with other departments and work groups that interface with assigned projects by developing and maintaining clear and open channels of communication.

To obtain and dispense information necessary to projects and to confer on situations and problems of mutual concern.

6. Contributes to the development and appearance of District property exteriors by developing landscaping and irrigation design and specifications with emphasis on the selection of materials for quality, low maintenance, hardiness, size, and compliance with environmental requirements.

To help assure the proper maintenance of District property exteriors through well thought out landscape and irrigation design and appropriate type and use of materials.

7. Under the close guidance of Senior and/or Principal level Distribution Design Engineers, increases technical knowledge and expertise by learning and performing the following functions/duties: developing Distribution line design and construction standards; evaluating new distribution line materials and equipment; coordinates trial material and equipment installations and performs comprehensive review of application, construction issues, test results, and performance; initiates stock material specifications for new material purchases, modifications, or deletion of obsolete equipment to maintain the supply of safe, high quality equipment to build the district's distribution overhead and underground lines and facilities; inspects manufacturers' plant facilities to evaluate their production procedures and capabilities, determine quality control measures and test material methods to improve uninterrupted flow, quality and cost reduction of District stock distribution materials; analyzes failed distribution equipment/materials and recommends corrective actions; designs transmission sub-stations.

To provide the District with the level of competency and knowledge required to conduct assigned engineering activities.

8. Assists in planning, reviewing and conducting work activities and researching required project information associated with department internal/external projects in accordance with established task objectives and schedule as outlined in the project plan/contract.

To support the overall achievement and completion of department projects.

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 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 manufacturing and safety; District policies, procedures, applicable MOUs and other special agreements; principles, procedures and practices related to basic Civil engineering design requirements utilized in

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the design of distribution lines and distribution/transmission sub-stations; principles, procedures and practices related to power system analysis; principles, procedures and practices related to engineering economic analysis; methods and techniques for planning, organizing and overseeing work activities; techniques and concepts related to teamwork; techniques for exercising leadership and authority; methods and techniques for report preparation and writing; techniques; 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 managing projects; techniques and practices for problem research and resolution; 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 effective working relationships internally/externally; establish, manage, monitor and update budget; initiate, establish and maintain working relationships internally/externally; principles, practices and procedures related to analyzing and resolving problems by research and investigation, determining relationships and interaction between elements, creating and implementing detailed solutions including process changes; 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; plan, organize, prioritize and schedule projects; 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; 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: Entry ("E") level requires 1 to 3 years of progressively responsible relevant work experience in the planning, design and operation of electric utility distribution systems. Journey ("J") level requires 3 to 5 years progressively responsible relevant work experience.

LICENSES OR CERTIFICATES:

Valid California Driver's License

DESIRABLE QUALIFICATIONS

Education: Entry ("E") level requires a Bachelor's degree from an accredited college or university majoring in Electrical Engineering or related field or equivalent experience OR a Professional electrical Engineering License (FE) from the State of California OR three years of experience with SMUD as a Designer IV and possession of the Engineer in Training Certificate from the California Department of Consumer Affairs.

Journey ("J") level requires 3 years experience as an Associate Distribution Design Engineer ("E") at SMUD and demonstrating all of the minimum competencies required of the Associate Distribution Design Engineer ("J") OR completion of a Bachelor's Degree in Electrical Engineering from an accredited college of Engineering plus four years experience at an electric utility performing complex line design and routine sub-station design. The Professional Electrical Engineering License (PE) from the State of California may be substituted for the degree requirement.

PHYSICAL REQUIREMENTS

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

Date Written: 3-12-03

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CONSULTANTS' COMMENTS

None

SUPERVISORS'/MANAGERS' COMMENTS