

Summary of Duties: Personally performs the most difficult or responsible administrative staff assignments and/or supervises a professional staff in assembling, analyzing, and interpreting data and in preparing correspondence, reports and recommendations on a wide variety of procedural, administrative, budgetary financial, personnel, or related activities pertinent to the management and the administration of the Department of Water and Power; acts as staff to management; supervises professional, paraprofessional, technical and clerical personnel; and does related work.

Distinguishing Features: A Senior Utility Management Assistant personally performs the most difficult and complex professional budgetary, administrative, personnel, or financial assignments, or supervises a professional staff engaged in such work. Incumbent may act as an assistant head of an administrative services section in a system executive office or large division. Persons in this class receive assignments which are more difficult or complex than those assigned to Utility Management Assistants and for which there are fewer guidelines or precedents on which to base the work. Assignments are received in terms of broad objectives or complex problems, and incumbents receive minimal direct supervision, their work being subject to review in terms of adherence to policy and soundness rather than methods employed. A Senior Utility Management Assistant typically supervises an individual work unit or a group of professional, administrative and clerical employees or acts as staff assistant and personally performs the more complex and sensitive work within the unit.

An employee in this class may supervise and/or personally perform very complex and highly sensitive work related to a major Department or system capital, operation, maintenance or human resource program, project, or function involving significant expenditures of funds or having a major impact on operations and resources. Employees in this class may supervise other Senior Utility Management Assistants, as well as other professional, technical and administrative personnel.

This class is distinguished from other administrative and professional classes by the fact that it is located only in the Department of Water and Power and thus incumbents must be knowledgeable of and work within budgetary, personnel, and financial systems which apply City-wide as well as those which are unique to the Department.

Examples of Duties: Supervises the work of professional, paraprofessional, technical, and clerical personnel engaged in administrative work or working in support of administrative programs; investigates the more sensitive and complex personnel, organizational, budgetary, fiscal, or administrative problems and recommends solutions to management; supervises budgetary preparation and analysis and directs the preparation of resultant reports and recommendations, and develops and implements a system of productivity measurement and

standards; develops and maintains divisional work simplification and methods improvement programs by analyzing organizational structures, policies, work methods, and related information to identify causes of delays, duplication of work effort, and other inefficiencies; develops and documents analytical procedures for auditing the performance reporting process, developing work standards, work load forecasting and conducting special studies; supervises and participates in the preparation of narrative and statistical reports and correspondence;

Directs the design and preparation of of computer-based budget expenditure reports and financial forecasts; acts as a member of the General Manager's budget review team and advises the General Manager on the capital and expense budget; analyzes variances between the current and proposed budgets; reviews and recommends expenditures from the budget; monitors system costs control activities; explains and interprets Department policies, practices, and procedures in answer to written or oral inquiry; supervises and participates in the development, publication and implementation of procedures and operating manuals; reviews and reports on proposed state and federal legislation which may impact Department projects; advises Department management and provides detailed analyses and recommendations regarding complex organizational restructuring and the impact of various organizational and personnel decisions on overall Department operations;

Acts as a Department management representative during the meet and confer process with recognized employee organizations, which includes evaluating union demands and recommending appropriate responses to management; advises and coordinates with management the processing and resolution of employee grievances; acts as Department advocate before third-party neutrals, commissions and other decision-making bodies; supervises the development of equal employment opportunity and affirmative action programs and training programs; develops and coordinates the administration of policies and procedures, as related to sensitive Departmental operations and programs; prepares reports and represents the Department before various governing bodies on sensitive and complex issues; and maintains liaison with private agencies to obtain and provide information regarding personnel, administrative, and organizational matters;

Coordinates the planning, design, development, and implementation of records management, information management, and office automation programs; develops, negotiates, and prepares agreements with consultants and other contractors; plans, directs, monitors, and controls the work of consultants.

Applies a variety of techniques to fully utilize the skills and potential of subordinate employees; maximizes productivity through effective communication with and motivation of subordinate employees; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or meet technological

changes or emergencies.

Qualifications: A good knowledge of the major principles, practices and methods of public administration, management, budgeting and financial control, personnel administration, administrative analysis, and most accounting; a good knowledge of basic office and business procedures and practices; a good knowledge of City personnel rules, policies, practices, and procedures, a good knowledge of safety principles and practices; a good knowledge of basic supervisory principles and practices; a working knowledge of Department of Water and Power Administrative Manual provisions applicable to personnel, administrative, budgetary and cost reporting activities; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of computer-based information management capabilities; a general knowledge of terminology applicable to public water and power utilities; a working knowledge of the Department of Water and Power formal and informal organization, including organizational responsibility; a working knowledge of memoranda of understanding applicable to Department bargaining units; the ability to analyze and evaluate tangible and intangible data; the ability to present oral arguments and prepare written briefs in connection with administrative hearings; the ability to review, edit, and prepare written reports and recommendations concisely, logically, and convincingly; the ability to deal tactfully and effectively with supervisors, other employees and the public; the ability to plan, organize, and direct the work of subordinates; the ability to organize and conduct studies to obtain effective solutions to problems in budget preparation, personnel utilization, performance reporting, organization, records management, office automation, finance, and administrative analysis; the ability to prepare and interpret statistical computations, charts, and diagrams; the ability to direct the activities of an administrative staff involved in varied financial and administrative work; and the ability to train and evaluate subordinate administrative, technical, paraprofessional and clerical personnel; and the ability to develop subordinate through performance feedback, and to motivate subordinates to maximize productivity.

Two years of full-time experience as a Utility Management Assistant or in a class which is at least at that level which provides professional experience in budget formulation and control, financial administration, administrative analysis, departmental administration, or personnel administration is required for Senior Utility Management Assistant.

License: A valid California driver's license and a good driving record may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to correct reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.