

**CLASS SPECIFICATION****9/10/99****UTILITY ADMINISTRATOR, 9105**

Summary of Duties: A Utility Administrator plans, directs, organizes and coordinates work and resources; directs professional, technical, and clerical personnel in performing a wide range of administrative, financial, budgetary, personnel, labor relations and staff support activities ranging from the business group to the departmental level in the Department of Water and Power; may personally perform, or perform through subordinate supervisors, the more difficult work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features: A Utility Administrator is generally appointed to a position which personally performs the most difficult and complex professional administrative, budgetary, financial, or personnel assignments in the Department of Water and Power, or supervises a professional staff, or subordinate supervisors engaged in such work. Assignments are received in terms of broad objectives or complex problems, and incumbents receive minimal direct supervision, and are given wide latitude in the determination of activities and methods to achieve those objectives. Incumbents typically supervise an individual work unit or a large group of professional and nonprofessional administrative employees.

An employee of this class may advance to a position which manages and directs a larger professional administrative staff. Such persons will typically act as at least a second level supervisor with at least one supervising Utility Administrator, and may also supervise clerical or technical subordinate supervisors. Incumbents at this level may direct several discrete functions, typically budget, personnel, and financial, with each containing a significant professional staff. Incumbents are fully responsible for their work and the work of their subordinates.

Incumbents in the class of Utility Administrator are responsible for the performance of the full range of supervisory activities including the application of discipline, training, processing and resolution of grievances, and evaluation of performance.

A Utility Administrator is also 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: A Utility Administrator:

- Supervises the work of professional, technical, and clerical personnel engaged in

administrative, budgetary, financial, labor relations, and personnel activities;

- Plans, assigns, directs, coordinates, and evaluates the work of a major administrative unit or division;
- Prepares, administers, and analyzes divisional budget in conformance with the overall divisional work program;
- Develops organizational policies, procedures and performance standards;
- Develops strategic initiatives to accomplish large organizational or departmental goals;
- Prepares or supervises preparation of complex narrative and statistical reports and correspondence;
- Coordinates and reviews the work of professional employees engaged in analyzing and auditing positions, conducting complex organizational studies, and investigating grievances or complaints;
- 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;
- Makes recommendations for the solution of problems pertaining to operations, programs, finances, personnel, equipment, supplies, and physical facilities;
- Confers with and advises top-level management and elected officials on a variety of difficult and operating problems;
- Represents management at meetings with other governmental jurisdictions, City departments, private agencies, and before City Commissions, the City Council and its Committees, and presents information and reports on actions taken;
- Acts as the management representative and participates in the meet and confer process;
- Advises and coordinates with management the processing and resolution of employee grievances;
- Investigates the more sensitive and complex personnel, organizational, budgetary, fiscal, or administrative problems and recommends solutions to management;
- 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
- Communicates equal employment/affirmative action information to employees;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

Knowledges of:

- The major principles, practices, methods, and techniques of public administration, budgeting, financial control, personnel administration, administrative analysis, labor relations, and accounting;
- City-wide and Department of Water and Power personnel rules, regulations, policies, practices and procedures;
- Department of Water and Power's organization and structure;
- Laws relating to City employment, affirmative action, equal employment opportunity, labor

- relations and court cases;
- Department of Water and Power policies and practices with respect to collective bargaining;
- Principles and practices of supervision, including planning, delegating, reviewing, and controlling the work of subordinates;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Effective safety principles and practices;
- Memorandum of understanding as they apply to subordinate personnel;
- Computer-based information management capabilities;
- Terminology applicable to public water and power utilities;
- Principles and methods of records management.

The ability to:

- Analyze, evaluate, prepare, and interpret tangible and intangible data and draw sound conclusions;
- Review, edit, and prepare written reports and recommendations concisely, logically, and convincingly;
- Prepare statistical computations, charts, and diagrams;
- Deal tactfully and effectively with elected officials, Commissioners, division and system heads, supervisors and other employees;
- Plan, organize, and direct the work of subordinates;
- Organize and conduct studies pertaining to budget preparation, personnel utilization, labor relations, performance reporting, organization, finance, administrative analysis, and special project development and implementation;
- Develop subordinates through performance feedback;
- Motivate subordinates to maximize productivity;
- Establish and maintain a work environment to enhance employee morale.

Minimum Requirements: Two years of full-time paid experience as a Management Analyst or in a class at least at the level which provides professional experience in budget formulation and control, financial administration, administrative analysis of departmental programs or human resources administration.

License: Some positions may require a valid California driver's license.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

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.