

**STAFF ASSISTANT TO GENERAL MANAGER
WATER AND POWER, 9185**

Summary of Duties: Reviews and analyzes Department expenditure programs, rates revenues, and costs; makes recommendations on the development of financial and budgetary planning and policies; advises management on financial and budgetary matters; plans, organizes and directs the work of subordinates engaged in such activity; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The Staff Assistant to General Manager Water and Power acts as a special assistant advising and making recommendations to the General Manager and Chief Engineer on the planning, development, and maintenance of sound and effective financial programs. The incumbent also prepares and directs special financial, budgetary, and statistical studies and reports involving Department operations. The incumbent must handle a wide variety of departmental matters and have the ability to correlate and analyze data from many sources, reconcile varying points of view, prepare comprehensive reports, and reach sound but practical solutions.

As a bona fide supervisor, an incumbent in the class of Staff Assistant to General Manager Water and Power is responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Examples of Duties: A Staff Assistant to General Manager Water and Power:

- Assists the General Manager and Chief Engineer by reviewing and analyzing the Department's overall financial programs, including its budget, capital program, rate structure and fees, cash flow and borrowing program;
- Makes recommendations on management practices, budgetary planning, and policies;
- Participates in the preparation, review, and analysis of the budget and expenditure program;
- Directs studies designed to critically assess capital project requirements and to develop effective measures to control expenditures, maintain an adequate cash flow and solve related financial and budgetary problems;
- Confers with executives to obtain financial and budgetary information and data;
- Directs and prepares special financial, budgetary, and statistical studies and reports;
- Directs the clerical, staffing, and space utilization units, involved in the review and analysis of all requests

to fill vacancies or establish new positions;
Studies requests for reallocation of space and analyzes flow of work and documents;
Studies and approves requests for furniture and office equipment acquisitions, replacements, and relocations and modifications to the building, grounds, and related communications systems and equipment;
Develops and coordinates Department's records management and forms control procedures;
Communicates equal employment/affirmative action information to employees;
Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
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:

A good knowledge of:

Principles, practices, and techniques governing financial administration, budgeting, organization, and management activities;
Principles and practices of budget preparation and control;
Principles and practices applicable to the management and administration of a large business organization including financial administration and control;
Methods and procedures used to examine, verify, and analyze financial records, statements, and reports;
City Charter provisions, laws, and City Attorney's Opinions affecting the Department of Water and Power;
Organization of the Department of Water and Power and the functions and interrelationships of its divisions;
Budget preparation and personnel management;
Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
Techniques of training, instructing, and evaluating subordinate's work performance;
Techniques for counseling, disciplining, and motivating subordinate personnel;
Procedures for grievance handling;
Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
Effective safety principles and practices;

A working knowledge of:

Memoranda of understanding as they apply to subordinate personnel;

A general knowledge of:

Civil Service Commission Rules;
City personnel rules, policies, and procedures;

The ability to:

Determine the scope of desired studies;
Plan methods and procedures;
Obtain necessary information;
Prepare concise and comprehensive reports;
Deal tactfully and effectively with management, employees, and the public;
Establish and maintain a work environment to enhance both employee morale and productivity.

Minimum Requirements:

1. Graduation from a recognized four-year college or university with specialization in business administration, economics, political science, or public administration; and
2. Two years of full-time paid professional experience in financial analysis and water or electric rate analysis as applied to a large public utility.

Additional experience of the specified type may be substituted for the required education on a year for year basis.

License: A valid California driver's license is required.

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

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

Fair Labor Standards Act Status:

All of the positions in this class qualify for an administrative exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

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 all of the duties and responsibilities of any position shall be.