

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 20
Fiscal Year: 2021/2022
Posted Date: 03/16/2022
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	5601	Utility Analyst
2	5602	Utility Specialist

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Sue Hwang, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Utility Analyst
Job Code: 5601**

DEFINITION

Under immediate supervision, performs entry-level to journey-level duties in the following areas: assisting in monitoring of compliance with policy directives, regulations, laws and contracts; assisting in preparing, reviewing, updating and coordinating operating schedules and plans; assisting with the administration of wholesale and retail contracts; assisting in conducting a wide variety of analyses, studies and projects; assisting in development of operating, financial and capital plans; maintaining, reconciling and analyzing data related to section activities; compiling and keeping records; preparing simple correspondence and reports.

DISTINGUISHING FEATURES

This is the entry to journey level in a Professional/Supervisory/-Management class series. The class operates under the immediate supervision of the Utility Specialist, lead worker or unit supervisor. Work is performed and decisions are made within established operational guidelines or procedures. Working interactions are with others at similar levels within the organization, external peers, the general public, utilities, public agencies, customers, suppliers, and others for the purposes of obtaining information and answering routine questions.

The 5601_Utility Analyst learns the basic concepts of utility operations, planning and analysis. As experience is gained, some independence to deviate from established procedures may be permitted. For example, the analyst may assume increasing responsibility for monitoring compliance with regulatory, contractual and other operational constraints and maintaining, reviewing and reconciling a variety of computer reports and logs.

Positions in Class 5601_Utility Analyst are distinguished from those in Class 5602 Utility Specialist in that incumbents in Class 5602 Utility Specialist are advanced journey-level and exercise a higher level of responsibility and independence in all aspects of the job, especially with respect to conducting contract negotiations; performing complex studies and analyses; developing near- and long term operating, financial and capital plans; and managing a variety of analytical and planning studies, projects and programs.

SUPERVISION EXERCISED

May exercise technical supervision over support personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assists with monitoring operations, and reviewing official documents to ensure compliance with policy directives, regulations, laws and contracts.
2. Directly conducts simple analyses and studies related to market risk; price sensitivity; technical, market or economic feasibility of wholesale and retail business opportunities; contract performance; operating performance; and other studies as assigned. Provides assistance in more complex studies and analyses.
3. Assists with the preparation and implementation of near- and long-term operating, financial and capital plans.

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4. Performs legal, regulatory and market research to support business development and negotiations.
5. Maintains detailed operating records, sales and purchase transactions, wholesale and retail rates and trends, budget variance reports, and other reports as needed.
6. Generates ~~computerized and other~~ reports to document historical performance and market trends.
7. Assists in development of analytical and predictive models; **analyzes and presents data.**
8. Provides technical support on a wide variety of studies and projects, including: policy and procedural reviews; market and operations planning; capital and operating budgets; management reporting; statistical analyses; forecasting; contract negotiations; and other tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic statistical and analytical concepts and techniques; computer applications related to the work; record keeping principles and practices.

Ability or Skill to: read, interpret and apply complex written documents; independently conduct research; learn technical concepts, laws, regulations and business practices applicable to the section's activities; perform financial and statistical analyses; record, organize, analyze and interpret diverse operating and other data; write simple reports; establish and maintain effective working relationships with those contacted in the course of the work; **communicate clearly, concisely and in a well-organized and an effective manner, both orally and in writing; prioritize and maintain multiple projects.**

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a baccalaureate degree from an accredited college or university preferably with major course work in Law, Engineering, Environmental Studies, Natural Resources, Computer Science, Business Administration, Mathematics, Statistics, Economics or other field related to the utility business.

Experience:

License and Certification:

Specified positions may require possession of a valid **California** Class C driver's **license.**

Substitution:

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Qualifying experience may be substituted for the degree requirement on a year-for-year basis. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

Qualifying experience includes experience in one or more of the following areas: planning, scheduling, cost estimating and resource projecting for mid to large scale projects; water supply/infrastructure management and planning; power operations planning and scheduling; analysis, interpretation and application of utility contracts and regulations in either water, power (electric and/or natural gas), telecommunications, or a wastewater/clean water program; utility market and environmental analysis and planning; power supply and transmission rates and contracts; generation, transmission or distribution planning and design; or long term utility systems planning.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

5602 Utility Specialist

ORIGINATION DATE: 11/13/00

AMENDED DATE: 08/17/12; 3/16/22

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: Utility Specialist
Job Code: 5602**

DEFINITION

Under direction, independently conducts complex studies and analyses; develops analytical models and systems; independently conducts contract negotiations; works with other program controls staff in developing cost, schedule and technical tracking systems for new projects, collecting data on the cost, schedule and technical progress on those projects; develops and implements seasonal and long-term operating, financial and capital plans; develops and implements operational goals and procedures; manages and administers wholesale and retail contracts, projects and programs; conducts infrastructure planning for new service territories; provides training of analysts and technical personnel; serves as a technical expert.

DISTINGUISHING FEATURES

This is the advanced journey level in a Professional/Supervisory/Management class series. This class operates under the direction of the Water, Power, Wastewater, Infrastructure or Planning Managers or other unit/bureau division manager. The work frequently requires interpretation of complex regulations, laws, policies, procedures and guidelines, and the development of recommendations consistent with established policies and directives. Decisions frequently require application of sophisticated analytical procedures and techniques to complex, multi-disciplinary problems. Working relationships are diverse and include contacts with high-level positions in regulatory agencies and utility companies as well as with City policymakers and senior management. The purpose of most of the working relationships is to provide technical advice and direction, solve problems, negotiate and administer contracts, monitor compliance and advocate for the department and the City's constituents.

Positions in Class 5602 Utility Specialist are distinguished from those in Class 5634 Water and Power Resource Manager in that incumbents in Class 5602 Utility Specialist are advanced journey-level positions. Class 5634 Water and Power Resource Managers are responsible for the overall management of a section.

SUPERVISION EXERCISED

Supervises Utility Analysts and other technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Monitors operations to ensure compliance with policy directives, laws, regulations and contractual constraints.
2. Develops analytical and predictive models; conducts technical and economic feasibility evaluations of proposed capital projects; incorporates results of analyses into cost/benefit assessments; conducts a wide variety of analytical studies related to assessment of operational effectiveness, financial and market risk, price sensitivity, and other complex studies as assigned.

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3. Develops and implements seasonal, monthly and multi-year operating, financial and capital plans. Develops and maintains Critical Path Method (CPM) schedules; reviews and analyzes Precedence Diagram Method (PDM) schedules for variances and trends; maintains and makes recommendation for improvements to the cost control system to track spending relative to project budgets and schedules; and maintains a cost estimate database by providing project cost estimates and reviewing actual construction costs relative to engineers' estimates.
4. Directly negotiates large seasonal and yearly contracts, rates and service terms; provides negotiation support on division-wide multi-year contracts; establishes rate policies and negotiating parameters for short-term purchase and sale transactions and agreements.
5. Identifies operational constraints and develops, evaluates or recommends policies and procedures to improve operations, mitigate risks, increase revenues and decrease costs.
6. Develops training programs to implement policies and programs; trains analysts, technicians and other personnel on policies, procedures and compliance issues.
7. Writes a variety of documents including reports; work plans; general correspondence; operating, financial and marketing plans; program descriptions; operating procedures and policy recommendations; meeting minutes; documentation of forecast methodologies and model assumptions; legal and regulatory interpretations and issues; reports that explain schedule and cost variances and trends, provide cost-effective recommendations to mitigate adverse variances and to support negotiation of change order costs with contractors; and other types of written documents as needed to support the diverse work activities assigned to this class.
8. Develops, implements and maintains database systems for hydrologic, water supply, power operations, marketing, energy consumption and other data.
9. Supervises Utility Analysts and other technical personnel and provides technical support and expertise for assigned specialty area.
10. Supervises the preparation of section operating and capital budgets, including revenue and expense forecasts and analyses and reporting of variances.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic concepts and terminology related to utility operations and analyses; resource efficiency; laws and regulatory rules pertaining to section activities; concepts of water

and power and wastewater systems; market characteristics; statistical analysis concepts and techniques; computer applications related to the work; basic contract administration principles; record keeping principles and practices; program controls; Critical Path Method schedules; Precedence Diagram Method schedules; and cost variance and trends.

Ability or Skill to: independently conduct complex analytical studies; develop and implement operating, financial and capital plans; conduct resource optimization; develop and employ complex analytical models; interpret and apply regulations, contracts and policy directives; use computer database and report generation software to create management and other

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reports; instruct others in work procedures; review, maintain and reconcile accurate records and files; use independent judgment within established policies; translate technical terms and concepts for non-technical users; and establish and maintain effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

1. Possession of a baccalaureate degree from an accredited college or university preferably with major coursework in Law, Engineering, Environmental Studies, Natural Resources, Computer Science, Business Administration, Mathematics, Statistics, Economics or other field related to the utility business; AND

Experience:

2. Four years of verifiable journey-level work experience in one or more of the following areas: planning, scheduling, cost estimating and resource projecting for mid to large scale projects; water supply/**infrastructure** management and planning; power operations planning and scheduling; analysis, interpretation and application of utility contracts and regulations in either water, power (electric and/or natural gas), telecommunications, or a wastewater/**clean water** program; utility market and environmental analysis and planning; power supply and transmission rates and contracts; generation, transmission or distribution planning and design; or long-term utility systems planning.

License and Certification:

Specified positions may require possession of a valid **California** Class C driver's license.

Substitution:

Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 11/13/00

AMENDED DATE: 9/16/05; **3/16/22**

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): **COMMN**