



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL INFORMATION TECHNOLOGY ANALYST

Job Announcement Number: 5860 LY
Application Filing Period: January 26, 2010 – March 11, 2010, 4:45pm
Hourly Salary Range: \$41.12 - \$56.88
Yearly Salary Range: \$85,530 - \$118,310
Location: Union Station – Los Angeles, CA
Job Hotline: 1-800-540-6311
www.mwdh2o.com

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JOB INFORMATION

JOB SUMMARY

The Corporate Resource Group, Information Technology Section has one (1) opening for a Principal Information Technology Analyst in the Application Services Unit.

This position is responsible for a specialized and complex information technology discipline. In this capacity the individual serves as the resident authority in their discipline and functions in a quality assurance role reviewing and recommending approval of proposed technology solutions and designs from other staff and consultants. This individual may function as a senior project manager on complex information technology initiatives. In the role of senior project manager, areas of responsibility include directing project teams, developing schedules, project plans, proposals, budgets and status reports, applying cost benefit methodologies to monitor progress and success, and managing projects to completion.

The successful candidate for this position is responsible for providing functional and technical guidance to all team members and will act as a technical lead for all SharePoint and e-Discovery initiatives (Search, Content Management, Document Management, Business Intelligence, Business Processes, Forms, Records Management Portals and Collaboration, Internet/Intranet sites). In this capacity the individual designs and documents appropriate SharePoint solution based on information architecture, taxonomy analysis and customer's functional and non-functional requirements. This position is also responsible for providing best practices and solution options for building out MOSS 2007 based Internet sites at the infrastructure, application, and front-end levels and performing hands-on configuration, development, and testing for the solution.

OVERSIGHT

Receives direction from a Team, Unit, Section, or Group Manager. May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Serves as the resident authority for the development, implementation and support efforts in one or more major IT disciplines; coordinates activities with business units; develops long-term project

goals for the discipline(s); assists in the development and implementation of technical work plans for specific activities; assigns tasks and monitors execution of work.

2. Interprets business needs for one or more IT disciplines; identifies and analyzes critical issues; recommends solutions and resolves complex problems; develops new processes and procedures to meet new requirements or anticipated changes; advises appropriate staff.
3. Evaluates existing and emerging technology in major IT discipline(s); introduces new and enhanced technology solutions where appropriate to ensure efficient operations; analyzes technical information to stay abreast of technological advances and their potential applicability to District needs; provides training and guidance in the discipline(s) to help develop other staff members and ensure that their skill levels meet current and future business needs.
4. Plans, directs and manages the assessment of user requirements, feasibility, technical direction, business case analysis, cost projections, benefit quantification, risk analysis, schedule and scope for IT projects / major initiatives.
5. Serves as senior project manager for the most complex and high visibility IT projects; prepares project scope, identifies resources, develops timelines and milestones for completion; determines best methodology for tracking progress and monitoring success; prepares and administers project budget; forecasts funds needed, approves and monitors expenditures and implements budgetary adjustments.
6. Performs and reviews project controls including progress, cost forecasting, variances, change management, scheduling and close-out procedures, maintains master schedules and inform management of potential scheduling conflicts.
7. Analyzes project goals, objectives and priorities; recommends modifications for improving the project efficiency to management staff; incorporates approved modifications;
8. Oversees the production and issuance of RFPs, RFQs, etc. Participates in selection of contractors and consultants; manages contracts.
9. Develops reports and proposals; makes presentations to management.
10. Analyze and prepare technical, economic, and/or financial information for assigned projects; review and evaluate proposed agreements, technical documents, and project plans to ensure compliance with applicable standards, guidelines, and objectives.
11. Performs other related duties as required.

Job Description No.: 231 Pay Grade: M18
Work Schedule: 44/36 (Alternate Fridays off)

Bargaining Unit: MAPA – Unit 04

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited college or university and eight years of increasingly responsible experience, of which two years must have been at the Senior Programmer Analyst or Senior Systems Analyst level.

If the position requires a college/university degree, said degree must have been issued by an educational institution recognized as accredited by the United States Department of Education. Degrees issued by educational institutions outside the United States must include documentation validating the equivalency of that degree to the same degree in the United States to be considered acceptable for Metropolitan purposes.

Required Knowledge in specified disciplines of:

- Fundamental IT infrastructure components including hardware, software, operating systems, database management systems, and local and wide area networks

- Principles of database administration, computer operations and application development and support
- Principles and practices of leadership, project management, supervision, matrix management, and quality assurance
- Team building
- Budgetary concepts and practices
- Cost/benefit analysis
- Statistical analysis
- Risk management
- Negotiation techniques
- Contract administration
- Trends and emerging technologies

Required Skills and Abilities to:

- Resolve most complex problems in specified discipline(s)
- Serve as resident authority in specified discipline(s)
- Manage diverse, multidisciplinary project teams
- Plan, organize and review the work of subordinates
- Review work products for detail and adherence to guidelines
- Encourage and facilitate cooperation
- Exercise judgment and discretion; interpret and analyze results
- Communicate orally and in writing on administrative and technical topics
- Represent District to public agencies, regulatory bodies, special interest groups and members of the public
- Establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public
- Use business
- Prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, and funding sources

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- California Class C Driver’s License

DESIRABLE QUALIFICATIONS

- Microsoft Certified Technology Specialist certification (Microsoft Office SharePoint Server 2007-Application Development/Configuration).
- Microsoft Certified Master (MCM) for Microsoft Office SharePoint Server program.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

Physical Demands: Light

Work Environment: Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.

Supplemental Questionnaire

- *The first part of the exam process is an evaluation of your education and experience, to determine if you meet the established requirements. Therefore, you are encouraged to carefully and thoroughly complete your application.*
- *When asked to describe related experiences in a supplemental question, please include the specific role you were in and functions performed.*
- *Please use no more than one page per question, single spaced with size 12 font as a minimum.*
- *The supplemental questionnaire must be returned with the Metropolitan Water District's application form. A resume will not be accepted in lieu of the required application packet.*

- 1. Describe your education, training and job experience that qualifies you for this position. Highlight your experience with SharePoint and Enterprise Content Management.**
- 2. Describe a recent SharePoint implementation you worked on. Describe your role in the implementation, any issues you encountered, how they were resolved, and any lessons learned. What was the overall outcome of the implementation?**
- 3. Describe your hands-on technical experience implementing SharePoint systems. Please include any work using 3rd party products built for SharePoint.**

THIS SUPPLEMENTAL QUESTIONNAIRE MUST BE COMPLETED AND RETURNED WITH YOUR MWD APPLICATION PACKET IN ORDER TO BE CONSIDERED FOR THE POSITION. PLEASE NOTE, IF SUPPLEMENTAL QUESTIONS ARE NOT RECEIVED WITH THE APPLICATION, THEN YOUR APPLICATION WILL NOT BE CONSIDERED FOR THE POSITION.

APPLICATION FILING PROCESS

- Resumes cannot be substituted for a completed MWD application packet, but should be included in the application packet.
- **The following is required for a complete application packet:**
 - 1. MWD job application**
 - 2. Supplemental questionnaire**
- **The completed application packet MUST BE received and date/time-stamped (not post-marked) by the Human Resources Section (700 North Alameda Street, Los Angeles) before 4:45 p.m. of the closing date. Mailing address: P.O. Box 54810, Los Angeles, CA 90054-0810. Application packages may also be faxed to 213-217-7770 in order to meet the deadline, but must be followed up by an original.**
- Reasonable accommodations for people with disabilities may be requested by calling (213) 217-7738 at least 5 working days in advance of the scheduled examination date(s).
- While all categories of employment may apply and participate in the recruitment process, the hiring supervisor shall consider the top six (6) qualified Category A (regular full-time) and Category B (regular part-time) employees first. If a Category A or B candidate is not selected, the hiring supervisor may then consider any other qualified candidates in the recruitment.