



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL INFORMATION TECHNOLOGY ANALYST

<b>Group-Section:</b> Corporate Resources Group	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 59 <b>Job Code#:</b> YC15
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### JOB SUMMARY

This is the specialized advanced journey performing Principal Information Technology Analyst job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

**Technical Expert:** Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

**Project Manager:** Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

## **OVERSIGHT**

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

## **JOB DUTIES**

1. Oversees all activities related to area of expertise including leading of staff, development and monitoring budget, and oversight of consultants to ensure that results are accomplished efficiently, in accordance with acceptable standards for quality and technology integrity, and in compliance with all applicable policies, rules, regulations, and laws.
2. Provides technical support to other employees within the division and Metropolitan to ensure that actions taken by others are in compliance with objectives, guidelines, policies, and procedures related to area of expertise.
3. Assists in the development of programs, plans, strategies, and solutions for problems and issues associated with area of responsibility in order to improve quality in the information technology process; develops approaches that accommodate Metropolitan's policies and procedures.
4. Evaluates information technology systems and products to ensure that the latest technology is available and to ensure efficient operations. Evaluates current systems and make recommendations for improved management information systems and reports. Provides training and development to staff to ensure that skill levels meet current business needs.
5. Oversees the analysis and preparation of technical, economic, and/or financial information for assigned projects; reviews and evaluates proposed agreements, technical documents, and project plans to ensure compliance with applicable standards, guidelines, and objectives.
6. Leads regular or project staff, including selecting employees, assigning work, providing training and development, and building a motivated effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.
7. Oversees the planning, development, and monitoring of applicable budget to ensure the most efficient use of resources, adherence to established guidelines and accurate and timely reporting, accounting, tracking and control of budgetary information.
8. Assists in maintaining effective working relationships with a variety of internal and external contacts, including serving on committees to represent Metropolitan's interest in a collaborative and informed manner.
9. May provide 24-hour on-call service for Metropolitan information systems.
10. Performs other related job duties as required.

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Adopted: 10/27/08

Revised: 01/2010

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## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree from an accredited college or university in a related field, and eight years of relevant experience; or four years as a MWD Senior Analyst level in the related field (effective through June 2015).

**Required Knowledge of:** Operations, services and activities of an information systems support and analysis program; principles of leadership and training; current and complex principles and practices of systems and database analysis; operational characteristics of various computer systems, applications and peripheral equipment; principles and practices of network administration and security control; methods and techniques used to develop, test and implement designed user systems; principles of hardware and software configuration and installation; concepts and procedures related to area of expertise; internal and external information systems practices related to area of expertise; leadership concepts and techniques; and information technology systems.

**Required Skills and Abilities to:** Lead, organize, and review the work of lower level staff; prepare a variety of comprehensive administrative and technical documents and reports; maintain complex information technology applications and development projects; conduct complex problem-solving related to information systems management and development in area of expertise; prepare and deliver clear, concise, and well-organized presentations in area of expertise to a variety of audiences having varying levels of technical knowledge; attention to detail; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

#### **Certificates, Licenses and Registrations Requirements:**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

#### **Desirable Qualifications**

None

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

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**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.