THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR INFORMATION TECHNOLOGY ANALYST

Group-Section: Corporate Resources Group	**FLSA Status:** Exempt **Bargaining Unit:** ACE	**Salary Grade:** 52 **Job Code#:** YC14

JOB SUMMARY
This is the advanced journey level performing Senior Information Technology Analyst job duties. family.

DISTINGUISING CHARACTERISTICS
Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. 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 Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, 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. Leads, coordinates and participates in the implementation of the organization, staffing and operational activities for an assigned information systems unit including application development, network administration, database analysis or systems security.

2. Consistent with the organizational and operational plan of the work unit, plans, prioritize, assigns, reviews and participates in the work of staff responsible for developing and implementing program applications, maintaining network hardware and software and providing technical support to system users; establishes schedules and methods for providing technical support services; identifies resource needs and reviews with appropriate management staff; allocates resources accordingly.

3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.

4. Oversees assigned projects; monitors project performance and compliance with applicable specifications, rules, regulations and laws related to information systems analysis; ensures quality and timeliness of work performed.

5. Performs the more technical and complex tasks of the work unit including providing solutions to user needs through the development and implementation of information system procedures.

6. Receives and analyzes requests for system modifications or new application development; recommends and implements solutions to problems or design systems as needed; performs detailed analysis, development and testing of new applications; drafts or updates system documentation; coordinates and provide user training as appropriate.

7. Analyzes, upgrades and maintains system databases; installs new applications software as requested; creates new databases and develops physical designs; develops special programs to provide solutions to various database needs.

8. Performs network administration duties; configures, installs and maintains network software; installs file servers, processors, options and patches; performs cross connections; adds, modifies and/or deletes system users; establishes and maintains backup and recovery systems; establishes and implements security control standards.

9. Provides user support and training for software packages including word processing, spreadsheet, database, communication, graphics, engineering and special purpose software.

10. Participates in the selection of information systems staff; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline procedures.

11. May provide 24-hour on-call service for Metropolitan information systems.

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12. Conducts research on new and evolving computer technologies; recommends systems and improvements for Metropolitan; conducts research and prepares and presents staff reports; prepares analytical and statistical reports on operations and activities.

13. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:
Bachelor's degree from an accredited college or university in a related field and six years of relevant experience; or three years as a MWD Analyst III 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; information technology systems.

Required Skills and Abilities to: Lead, organize, and review the work of lower level staff; install, configure and maintain multi-user network based software applications; analyze business requirements and design and implement appropriate system solutions; analyze, upgrade and maintain system databases; provide user support and training for software packages; respond to requests and inquiries from system users; communicate clearly and concisely, both orally and in writing; 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.

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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.

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.

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