



UTILITY SCADA-NETWORK ANALYST
Open Competitive

To establish an eligibility list to fill vacancies
at Water and Wastewater Treatment Plants

- SALARY:** \$4,404 – \$5,353 per month. The City currently pays the employee's retirement contribution to PERS, 2.7% at age 55-retirement formula.
- FILING DEADLINE:** **FRIDAY, JULY 10, 2009.** City application and detailed résumé must be submitted by the filing deadline to the Human Resources Department, CITY OF LOMPOC, 100 Civic Center Plaza, LOMPOC, CA 93438. Applications may be obtained from the information desk at City Hall OR call for application at (805) 875-8208 OR download application from website at www.cityoflom poc.com
- SELECTION PROCESS:** May include, but is not limited to review of City application and résumé, and formal panel interview. Applicants considered for an interview will be limited to those individuals whose qualifications best meet the needs of the City. Applicants who pass the selection process will be placed on an eligibility list. Additional screening by the hiring City division may be conducted. Appointment is subject to successful completion of a pre-employment physical exam provided at City expense. As authorized by City Policy, applicants being considered for hire in this position are subject to fingerprinting for purposes of investigating criminal history background as part of the employment screening process. **IF YOU HAVE A DISABILITY THAT MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE HUMAN RESOURCES DEPARTMENT IN WRITING BY THE FILING DEADLINE DATE ON THIS BULLETIN.**
- LICENSE REQUIRED:** Possession of a valid and appropriate California Driver's License.
- MINIMUM QUALIFICATIONS:** Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is an Associate of Science degree program or completion of technical vocational school training with considerable emphasis on computer science, electronics, and/or power systems with computer hardware, software, technical communications protocol experience AND three (3) years directly related experience in the SCADA/Communications profession with an emphasis in programming, operation and maintenance. Experience in the operation, maintenance and administration of fiber optic equipment and cable installation, application software are required. Water or wastewater utility operations experience is desirable.
- Substitution:** Qualifying experience may be substituted for up to two years of college coursework on the basis of two years of qualifying experience for one year of college. Formalized SCADA training/certifications may be considered toward college coursework requirements.
- EXAMPLES OF DUTIES:** *The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*
- Oversee and test of SCADA systems using various components (hardware and software); read and understand technical specifications; participates in the integration, loading, configuration and testing of SCADA, networking and communication hardware and software; startup and troubleshoot systems/equipment; configure and cutover new equipment/systems; write documentation; develops, implements, and monitors preventative and emergency maintenance of computerized SCADA systems and peripherals, remote telemetry and data gathering systems, high voltage telemetering, communication systems, and other electronic equipment; develops, implements and maintains "C" language scripts; develops SCADA reports on an as-needed basis and maintains and reviews all logs; develops, implements and maintains standards, guidelines, and procedures; performs computer and technical work through the application of a knowledge of electrical theory, computer hardware/software theory and experience; troubleshoots and maintains operations analysis and documentation; plans and performs installation and commissioning for all SCADA network communications programs and related equipment; interfaces with vendors for support and purchase of information technology system hardware and software; maintains a variety of records and logs related to installation configurations, inventory, cabling and equipment maintenance; undertakes special projects; provides instruction in the use of standard and system-wide applications; provides training for and assists with hardware support and maintenance, applications support, system backups, backup hardware cycling, historical information systems maintenance and support, RTU maintenance, protocol applications and support and security monitoring; provides technical assistance to other operations personnel as required, including maintaining inventory, ordering operating supplies; running computer programs and procedures; and performs related work as required.

THE ABOVE EXAMPLE OF DUTIES CONSTITUTES THE "ESSENTIAL FUNCTIONS" OF THE POSITION IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA).

KNOWLEDGE & ABILITIES:

Knowledge of: Principles of electronics, particularly in the solid-state digital field; standard methods, practices, tools and materials used for repair and maintenance of electronic and solid state electrical equipment; basic math to conduct calculations for programming applications; RTU/PLC development and Process Control and instrumentation; electrical equipment and instrumentation; SCADA protocols and Historian platforms; MicroSoft operating systems and productivity applications, including Office, VBA, SQL, etc.; principles and techniques of computer programming; programmable Logic Controllers networking, programming, configurations and troubleshooting; DEC/Novell Interface programs and industrial networks (DeviceNet, ControlNet, ModBus, etc.); Ethernet networks layout, design and configuration; Visual Basic and 4GL programming languages; communications hardware installation, troubleshooting and maintenance; uses and limitations of SCADA applications; current developments in emerging technology; principles of information entry, storage, and retrieval; principles of operation of local and wide area networks; network protocols; Intranet configurations including equipment and software; and English language usage, spelling, grammar and punctuation.

Ability to: Plan, specify, and install equipment, operating system and application software; diagnose and repair complex computer and communication system troubles; understand, maintain and develop computer software and databases; troubleshoot SCADA real-time data, control and communications systems efficiently; differentiate between computer hardware and software problems; interpret, redline and assist in the preliminary design of electrical blueprints, schematic diagrams, logic diagrams and service manuals; organize work and set priorities to meet deadlines; work within prescribed time constraints; work independently; install and maintain interface programs; properly use test equipment; work with vendors in solving problems with application and network software; write programming documentation; identify, document and take corrective actions to solve problems in programs; set up users and servers running SCADA; train users in operation of hardware and software; and communicate effectively with all levels of users; operate SCADA and personal computer equipment and peripherals; work under emergency conditions, day or night, and be willing to work when called anytime during a 24-hour period; understand and carry out oral and written instructions spoken and written in English; and establish and maintain effective work relationships with Utilities staff, other personnel, and vendors.

PHYSICAL DEMANDS:

Strength: Heavy - Exert force of 50-100 pounds occasionally, or 25-50 pounds frequently, or 10-20 pounds constantly to lift, carry, push, pull, or move objects.

ENVIRONMENTAL CONDITIONS:

Work both indoors and outdoors. Work in and around and outside a water or wastewater plant or general buildings and facilities. Use computer and SCADA equipment. Work is typically performed on low-voltage circuits and near high-voltage equipment. Work may also be performed during emergency situations, during inclement weather conditions, and without supervision. May be exposed to toxic chemicals and gases. Occasional exposure to dust, fumes, smoke, gases, and odors, excessive noises, chemicals, solvents, grease, or oil, flames/smoke, slippery or uneven walking surfaces. Occasionally drives vehicles. Work both alone and with others. Must be available to work weekends and be on-call as required.

BENEFITS:

- Bilingual Pay --** Individuals determined to be in an eligible position and qualified by the City will be eligible for \$70 per month bilingual pay.
- Deferred Compensation--** Employees may contribute 25 percent of gross salary up to \$16,500 per year.
- Dental Insurance --** Effective the first day of the month following six complete months of employment, the employee and dependents are eligible for insurance; the City contributes some towards the premium for the employee and dependents.
- Health Insurance --** Effective the first day of the month following appointment, the employee and dependents are eligible for insurance; the City contributes a substantial amount of the premium for the employee and dependents. Employees can select from a HMO plan and two (2) PPO plans.
- Employee Assistance - Program (EAP)** Employees of the City of Lompoc are eligible to receive EAP services administered by Managed Health Network (MHN). Employee, spouse, and eligible dependents are entitled to receive five (5) sessions per family member, per incident. Services include counseling for various reasons/needs.
- Holidays --** Twelve days per year.
- Life Insurance --** Effective the first day of the month following six complete months of employment, the employee is eligible for insurance. The City pays 100% of the premium.
- Long Term Disability -- Insurance** Effective the first day of the month following six complete months of employment, the employee is eligible for insurance. The City pays 100% of the premium.
- Retirement --** California Public Employees Retirement System (CalPERS), 2.7% at age 55. City pays employee contribution of 8% of gross bi-weekly earnings. The City of Lompoc does not participate in Social Security, except for Medicare.
Social Security: As a City of Lompoc employee, your earnings are not covered by Social Security. Under the Social Security law, there are two ways your Social Security Benefit amount earned under previous employers may be affected, "Windfall Elimination Provision" and "Government Pension Offset Provision." FOR MORE INFORMATION, please visit <http://www.socialsecurity.gov>. You may also call 1-800-772-1213 or for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or you may contact your local Social Security Office.
- Section 125 Tax Deferral --** Program used for out-of-pocket health premiums, medical costs not covered under health plan, and day care/elder care.
- Sick Leave --** Commencing at the time of appointment, sick leave benefits accrue at a bi-weekly rate and the employee is eligible to use those benefits reflected as their sick leave balance; accrual rate is 12 days/year.
- Tuition Reimbursement --** The City will provide tuition reimbursement for college courses in accordance with Personnel Procedures Manual Chapter 43 "Tuition Reimbursement for College/University Courses." In addition, the City will provide community college students up to 100% tuition reimbursement and 100% reimbursement for required course books per semester. (Course syllabus and receipts identifying books purchased are required for books).
- Vacation --** Commencing at the time of appointment, vacation leave benefits accrue at a bi-weekly rate based upon length of employment. Employees are eligible to use vacation leave following completion of six months employment and accrue 10 days per year, which increases to 21 days based on years of service.