

# Current Openings for Junior Administrative Analyst (1820) at the SFPUC

## Human Resource Services - Employment Life Cycle

How do we deliver over 180 million gallons and 129,000 kilowatts of clean and reliable water and energy every day to our communities? Not just through our infrastructure, but through our people. At the SFPUC, HRS has a seat at the table and leads the agency's success by consistently driving a people-oriented focus through every level of the business.

With our current workforce aging and upwards of 50 percent anticipated vacancies within the next five years, our HRS team is growing and transforming to rise to the challenge. We are actively recruiting skilled workers across over 200 occupations with an emphasis on diversifying the workforce and focusing on engaging and retaining our workforce. We provide comprehensive HRS programs and initiatives across the tactical-operational-strategic spectrum to create a people-first culture.

### About the Position:

The 1820 Jr. Administrative Analyst with the Employment Life Cycle Unit, Human Resource Services Division of the San Francisco Public Utilities Commission will be assigned to:

- Create, update, or maintain tracking and documentation methods for the use of personnel records management for Human Resource Services ("HRS") employee onboarding and off boarding efforts.
- Assist in the development of data tracking mechanisms that support HRS need to identify and report on current HRS applications and business systems such as RedCarpet, People & Pay, Smartr, PCS, etc.
- Assist in ongoing RedCarpet application enhancements to include integrating and aligning new City hiring system process (Smartr) requirements that maximize existing HRMS technology and tools toward continue process improvement and enhancement of candidate and employee experience.
- Run periodic data, position inventory, and activity tracking reports and projects such as:
  - Workforce exit reporting: POI/retirement report to GM office, separation trends to People & Science/Workforce Development stakeholders, vacancy reporting for entire agency, exit survey development.
  - Exempt appointment expiration reporting to executive team and HRS stakeholders including 1040 reporting and Charter Limit updates.
  - Report to Fleet services for change in employment status of all employees required to possess a Class A/B commercial driving license.
  - Probationary employment status tracking, progress, and completion reporting, and records management based on appointment type, MOU, and covered work hours.
  - Researching and responding to promotive points and performance requests from other CCSF departments.
  - Supporting data maintenance of all internal data auditing activities such as:
    - DSW data monitoring for new hires
    - Supervisory and organization manager changes in HRMS
    - Monitor employee initiated HRMS data change requests
    - Emergency contact updates
    - NEO enrollment information reporting to HRS and other SFPUC stakeholders

- Assist in ongoing RedCarpet application enhancements to include integrating and aligning new City hiring system process (Smartr) requirements that maximize existing HRM technology and tools toward continue process improvement perspective of enhancing candidate and employee experience.
- The 1820 Jr. Administrative Analyst may perform other technical administrative tasks and complete special projects as assigned with occasional candidate onboarding or employee offboarding operational functions.

### Financial Services – Accounting Division

The Accounting Services Division of Financial Services supports the SFPUC's projects and programs and oversees transactions on accounting, purchasing, budgeting, employee reimbursements, grants, fixed assets, and debt to ensure compliance of policies and procedures.

#### About the Position:

Under the direction of the Cash Management Supervisor and Accounting Operations Manager, the Cash Receipts & Revenue Analyst supports two key areas: Cash Receipts and Accounting Operations. The Junior Analyst will process, review and report on a wide variety of transactions on accounting, cash receipts, and Custom Work accounts to ensure compliance of City and departmental policies and procedures.

#### Essential Duties:

1. Pre-audit and process Petty Cash Fund replenishments and Department's Revolving Fund for PUC Bureaus and enterprises.
2. Prepare deposit forms and arranges for deposit in accordance with city and departmental policies and procedures.
3. Maintain control log for daily cash receipts and deposit reports; maintains accounting data and records by making copies and filing documents.
4. Initiate routine cash receipt accounting entries, reallocates cash collections by City Hall to various PUC revenue accounts in PeopleSoft.
5. Research, analyze original cash receipt entry, and process adjusting entries on deposits that were recorded incorrectly.
6. Review, analyze account closeout requests and process customer refunds to 500+ Custom Work accounts for the Water New Services Installation program and capacity fees.
7. Respond inquiries from other units, departments or the general public by extracting information and providing summaries to callers or in person.
8. Research information and data in PeopleSoft and PUC systems; reconcile various accounting and financial reports between different sources and systems; check calculations and documentation for correctness; and processes correcting journal entries.
9. Generate reports and queries as needed to support tasks using Oracle Business Intelligence and PeopleSoft Query.
10. Assist with the source document pulls for the internal and external audits and review.
11. Serve as backup to re-assign Expense Reports due to approval workflow error and send email notifications to employees.
12. Perform other duties as assigned.

## Desirable Qualifications:

- Experience in PeopleSoft Financials and Procurement Chain systems
- Experience in cash handling and collection
- Strong oral and written communication skills

## Hetch Hetchy Water & Power (HHWP)

### About the Position:

This position will assist in the management of HHWP's Programmatic budgets such as Facilities Maintenance and WECC/NERC Compliance, including monitoring funding code balances, tracking expenditures, and reporting project-related metrics for Hetch Hetchy Water and Power in **Moccasin, CA**. They would also coordinate the HHWP Job Initiation Form (JIF) process by reviewing JIFs, working with project managers to make changes, presenting the JIFs to management, and tracking the JIFs to ensure they complete the workflow process. The HHWP Finance 1820 position would also provide financial support for the HHWP Renewal & Replacement capital program by assisting with monthly reporting of project expenditures and other duties as assigned.

## External Affairs Bureau

The External Affairs Bureau at the SFPUC oversees the Agency's local, state and federal legislative and policy activities, communications, community engagement, community benefits, youth and environmental justice programs and strategic initiatives. External Affairs utilizes the Administrative Analyst job series (e.g classifications 1820, 1822, & 1823) in the capacity of: development and planning of programs, community engagement partners, operations and systems analysis, development of contracting systems, budget analysis, development and administration of policies, legislative and economic analysis among other functions.

### **About the Policy & Government Affairs Division of the External Affairs Bureau**

The Policy & Government Affairs Division of the External Affairs Bureau works directly with the External Affairs Directors, in Communications, Community Benefits, and Strategic Initiatives, to develop and refine the Bureau's strategies, planning processes, state and federal legislative and policy activities and implementation methods for maximizing positive public and stakeholder relations.

### **About the Communications Division of the External Affairs Bureau**

The Communications Division of the External Affairs Bureau guides the SFPUC's brand and promotes the agency's programs, initiatives, and services to internal and external stakeholders. Our goal is to build trust and engagement among our employees, partners, customers, and the communities we serve through equitable, open, and timely communication.

### **About the Community Benefits Division of the External Affairs Bureau**

The Community Benefits Division of the External Affairs Bureau develops the strategic frameworks for Agency-wide community benefits and environmental justice programs and activities, partners with community-based stakeholders and other CCSF agencies, manages pilot programs, and evaluates community outcomes related to investments and partnerships.

### **About the Strategic Initiatives Division of the External Affairs Bureau:**

The Strategic Initiatives Division of the External Affairs Bureau oversees the SFPUC's effort in revitalizing SF Community Facilities and Greenhouses; directs outreach and community engagement efforts in the SF neighborhoods such as the Bayview District, develops AND launches External Affairs leadership development programs in collaboration with local Colleges and universities.