

## **Current Openings for Administrative Analyst (1822) 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:

Under direction, the successful candidate in this role will remain current with research and best practices, allow for proactive responses to anticipated environmental changes, and seek to continuously maximize the efficiency and effectiveness of Human Resource (HR) service delivery. A sample of the core functions and duties include, but are not limited, to the following:

- Lead the Administration of our onboarding web-based platform, RedCarpet, and Employment Life Cycle (ELC) Candidate/Employee Experience Projects.
- Monitor the terms of RedCarpet service contract in partnership with Sr. Services Consultant and HRS Budget Analyst for Contract terms and renewal.
- Assist in the development of data tracking mechanisms that support HRS needs to identify and report on current HRS applications and business systems such as RedCarpet, SmartRecruiters, and Position Control System (PCS).
- Coordinate and perform support functions in conjunction with PUC Finance and HRS Business Analytics to assist divisions updating quarterly hiring plans and other office management and records management projects as assigned.
- Run periodic data, position inventory, and activity tracking reports and acts as the main contact for data requests.
- Manage hiring tracker data, implement similar tracking method for offboarding activities, and produces special analyses as required.
- Perform administrative tasks and complete special projects as assigned.
- Coordinate/prepare continuous HRSM maintenance.
- Supervise and assign the work of the 1820 Junior Administrative Analyst.
- Conduct records management and official personnel file system improvements.
- Lead Finance and third-party audit requests and coordinates audit activities to include records access, monitoring, and reporting.
- Creates and improves the tracking and documentation methods of personnel records management for HRS onboarding and offboarding efforts.
- Train users on RedCarpet functionalities and new features.
- Develop/Update ELC Standard Operating Procedures (SOPs) and Stakeholder training materials.

#### Desirable Qualifications:

- Verifiable experience providing human resources administrative services in relation to employee election, work assignments, records management, compensation, discrimination complaints, and/or disciplinary hearings
- Proficiency in HRMS including PeopleSoft, SmartRecruiters, and related systems.

## 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.

## City Distribution Division (CDD)

The San Francisco Public Utilities Commission's City Distribution Division (Water Department) is responsible for directing approximately 322 employees in the operation and maintenance of the water distribution system within the City and County of San Francisco. These activities include, but are not limited to: operating and maintaining 9 pump stations, (16 hydro stations), 13 reservoirs, 8 storage tanks, 20 regulators as well as other ancillary appurtenances and equipment; installing, repairing and maintaining 1,266 miles of water distribution mains including service connections and meters; four water systems (potable, ERWS, recycled, G.W.); engineering and designing new main and feeder extensions; managing the flora and fauna on over 1,000 acres of city owned property and rights-of-ways; and responding to all two-alarm or greater fires to assist the Fire Department in maintaining adequate water volume and consistent pressure while fighting fires.

#### About the Position:

Under general supervision, the 1822 Administrative Analyst will manage personnel and training services for a large Operating division. The 1822 will supervise 3 professional staff performing administrative and analyst functions related to payroll, leaves, hiring, employee relations, orientation and trainings, medical and safety equipment, business and fiscal audits and controls, and other related business and personnel programs and functions. The 1822 will work at CDD's 1990 Newcomb Avenue site and will have the ability to telecommute up to 3 days per week depending on onsite needs and performance. CDD work hours are 7:00 AM – 3:30 PM. The 1822 will report to CDD's Manager of Business Services & Innovation or CDD's Personnel, Financial & Business Services Manager (currently vacant).

#### Essential Functions:

- Backup HR department liaison
- Oversees hiring, onboarding, offboarding, organizational charts
- Manages biweekly payroll closing, audits and payroll corrections
- Oversees eTime Action Reports and eTime system roles and updates
- Oversees leaves, accidents, and incident reporting and compliance
- Prepares analyses & reports
- Reviews and interprets department policies and MOUs
- Performs and oversees staff performing various administrative and analyst duties related to personnel and training
- Performs related duties and responsibilities as assigned.

#### Desirable Qualifications:

- Experience with personnel and training functions for a large organization
- Experience working in the public sector and understanding of City codes and union agreements
- Knowledge of Water Utility operations
- High Organizational skills
- Ability to effectively plan, monitor, and analyze operating budgets
- Experience managing time-sensitive tasks using workflows, sound business tools and practices
- Ability to establish and maintain effective working relationships with staff, officials and vendors
- Skill to use computer applications, including e-mail, word processing, spreadsheets, databases and the internet to prepare correspondence, reports and other documentation, extract and process information and create and maintain records
- Ability to identify and resolve problems proactively and creatively
- Experience in supervising and training staff

### Infrastructure – Budget & Finance

#### About the Position:

Under general direction, the Administrative Analyst will perform complex and detailed professional-level analytical work for the Certification, Systems, and Reporting Unit or the Payment Processing Unit of the Infrastructure Budget & Finance Group. The essential functions of this position include, but are not limited to, working directly with senior analysts to assist with reviewing and processing contract and purchase order funds certifications for all types of SFPUC contractual agreements, assisting with day-to-day operations and administration of the SFPUC's consultant timekeeping system (Timelive), and processing payments for all SFPUC contractual agreements, general services, and commodities, ensuring payment compliance with the provisions of the contract or quote and prompt payment. The Administrative Analyst will

be responsible for ensuring compliance with City requirements, Departmental policies and procedures, and government accounting standards. This position also will be responsible for ensuring proper internal controls and ensuring that all certification and payment requests are approved and processed timely in the SFPUC's contract system (SOLIS) and in the City's Financial and Procurement system (PeopleSoft). The Administrative Analyst also will be responsible for compiling and analyzing large volumes of contract, purchase order, invoice/payment, retention, and related project budget and expenditure data from multiple sources and systems to complete complex reconciliations and to outline findings and recommendations for management reports. This position will perform other related duties as required.