



Senior AMI Systems Analyst

Job Code	20000937	Job Family	Technology	Professional / Knowledge Worker	
Department	AMI Technologies	Reports to	Mgr AMI Technologies	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2059	This Job is a Lead	No
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Provides leadership on all aspects of the planning, organization, scheduling and support functions of the Advanced Metering Infrastructure with specific focus on the AMI Head End System (HES) and the Meter Data Management System (MDMS). Develops, implements, and improves technical work processes in the AMI systems. Manages the planning, development, organization, communication, and implementation of AMI projects requiring work and coordination of multiple internal and external individuals and groups with diverse interests. Acts independently on AMI technical matters.

Accountabilities

Accountability #1

Increase the public's confidence in the quality of Advanced Metering Infrastructure by ensuring departmental expertise and a detailed understanding of the systems, processes and programs of the Advance Metering Infrastructure, keeping abreast of technological developments impacting AMI systems and recommending changes warranted by these technical developments; providing technical consultation to the District's management personnel, including presentation of feasibility and status of AMI systems reports, project cost estimates and economic analysis, technical alternative cost-benefit analysis, and similar responsibilities.

Accountability #2

Leverage technology and prudently managing costs to deliver outstanding value to our customers by developing, implementing, and completing the design and architecture of the Advance Metering Infrastructure systems by ensuring configuration, development and/or integrations with District systems is conducted, coordinating and developing work processes and standards as they relate to AMI systems, assessing the current and future technologies to best position the District in a complex and significantly changing business environment, and similar responsibilities.

Accountability #3

Demonstrate outstanding value relative to cost to our customers by leading and delivering operational excellence of the Advance Metering Infrastructure systems, coordinating end-to-end testing of AMI-related systems and processes, working closely with Metering, Telecommunications and ITS to troubleshoot and resolve AMI system performance issues, working closely with Customer Service, Customer Accounting and ITS to resolve data quality issues, developing processes and systems to monitor service level indicators, establish and maintains key vendor relationships associated with AMI technologies to ensure service level agreements and deliverables are met, assessing system risks and developing mitigation plans, and similar responsibilities.

Accountability #4

Lead powerful partnerships that serve as a valuable resource for our internal and external customers, partners, and stakeholders by providing services to enable the utility of the future by actively facilitating communications, education, outreach, and activities between internal Departments/Divisions at various levels of the organization, providing consulting services including training to District staff, vendors, customers, consultants, and others in the area of technical specialty, planning, developing, and conducting management briefings with the Manager and District Senior Management to ensure effective communication about project scope, budget, and status, providing support during storm responses or major emergencies, and similar responsibilities.

Accountability #5

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by leading and guiding others to ensure a highly effective team by providing mentorship, education, and growth of the AMI Analysts I-III, directing, coordinating, reviewing, and approving work of the AMI Analysts I-III, project team, and consultants' work, assisting in the development of staffing needs of the department and making recommendations to the manager for optimum levels, assisting the manager in the development and administration of Department budgets, goals, and objectives, acting as the manager in the absence of the manager, and similar responsibilities.

Accountability #6

Accountability #7

Accountability #8

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Engineering, Computer Science, Business, Public Administration, or related field, AND

Six (6) years directly related and progressive Engineering, AMI Technologies, Operational Technologies or IT experience;

OR

Ten (10) years directly related and progressive Engineering, AMI Technologies, Operational Technologies or IT experience.

Preferred Education and Experience:

Bachelor's Degree in Engineering and/or Computer Science

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Valid Washington State Driver's License

Preferred License(s) and/or Certification(s):

Professional Engineers license

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Project management, negotiation, relationship building/partnering, conflict management/mediation.
Computer applications including word processing, spreadsheets and databases.
Technical data analysis and business intelligence tools and techniques.
Customer service techniques and practices.
Financial and budgeting processes.
Applicable Federal, State, Local and District regulations.
Leadership methodologies and performance management.
Quality assurance principles and practices.
Lead, coach and assist staff in development of technical skills.
Lead effective teams and facilitate alignment with District goals and objectives.
Communicate and work effectively, both orally and in writing, with various levels of the organization, outside agencies, and customers.
Interpret and apply District directives, policies and procedures.
Use independent and discretionary judgment.
Effectively coordinate a variety of activities.
Manage confidential information.
Manage and supervise complex functions, programs, projects and department budgets.
Analyze, critique, and evaluate AMI problems and solutions.
Resolve issues using collaborative, team techniques.
Negotiate and facilitate change in the organization.
Automate work processes, using scripting tools and automation libraries.

Preferred Skills and Abilities:

Application development utilizing Java, Python, or C#Dashboard reporting development using PowerBI or BERT

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

Adaptability
Aligning Performance for Success
Building Customer Relationships
Building Talent

Coaching
 Communication
 Continuous Improvement
 Continuous Learning
 Courage
 Creating a Culture of Trust
 Creating an Inclusive Environment
 Customer Focus
 Delegation and Empowerment
 Driving for Results
 Driving Innovation
 Emotional Intelligence Essentials
 Empowering Decision Making
 Execution
 Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Positive Approach
 Professional Knowledge and Aptitude
 Selecting Talent
 Stress Tolerance
 Technology Savvy

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Seldom (1-10%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never

Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Constant (67-100%)
Use distance vision	Seldom (1-10%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Never
Speak	Occasional (11-33%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Frequent (34-66%)
Work alone	Occasional (11-33%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)

Comprehension

	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)

Reasoning

	Frequency
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)

Organization	Frequency
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
Resilience	Frequency
Work under pressure	Occasional (11-33%)
Work for long periods of time	Seldom (1-10%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never

Working with angry customers

Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Frequently - 1x month 6-12 times a year Position may be required to respond to significant incidents after hours. These events include, but not limited to, Car/pole accidents, dig-ins, and other events that damage District facilities or cause injuries to customers and./or their property. Response will range from a call to a Serviceman tp going to the site of the event to document and collect evidence for later use. These events occur infrequently (approximately 2-4 times per month for minor incidents and 2-4 times per year for major events requiring site visits).

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.

