



SAN DIEGO COUNTY WATER AUTHORITY
invites applications for the position of:
Senior Management Analyst

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Monthly</u>	<u>Annually</u>
\$41.12 - \$55.30	\$7,127.29 - \$9,585.33	\$85,527.52 - \$115,024.00

OPENING DATE: 12/12/17

CLOSING DATE: 01/12/18 05:30 PM

THE ORGANIZATION:

Join one of the San Diego region's most reputable and progressive public agencies!

The San Diego County Water Authority is an independent public agency that serves as San Diego County's regional water wholesaler. The mission of the San Diego County Water Authority is to provide a safe and secure water supply to its 24 member agencies serving the region's \$222 billion economy and its 3.3 million residents.

With an acute awareness of San Diego's dependence on imported water sources, the Water Authority is executing a long term strategy to diversify the region's supply sources, make major investments in the region's water delivery and storage system, and improve water use efficiency. Through dynamic leadership, thoughtful planning, and prudent fiscal policies, the Water Authority is cost effectively managing the region's water portfolio, while continuing to diversify supplies to enhance future reliability.

THE POSITION:

In the Finance Department and under administrative direction of the Rate and Debt Manager, supports and participates in the development and execution of debt issuance and administration, including continuing disclosure and arbitrage calculations; financial rate modeling and setting; long-range financial planning; development of capital financing strategies including capital financing efficiency analysis; annual fund balance and revenue reporting; revenue structure analysis and revenue forecasting; and financial analysis.

DISTINGUISHING CHARACTERISTICS

This position provides staff support of the Authority's financial rate modeling program, reviews the annual revenue requirement, assists in computing required rates and charges, supports and participates in debt issuance and administration, and reviews financial strategies; provides technical support to the Authority's cash flow model; and interacts with others involved in the issuance of short and long-term debt.

The Senior Management Analyst independently manages and performs the most complex and responsible administrative, budgetary, and analytical work in support of a department or Authority-wide program. Incumbents are expected to act independently in developing applicable resources and information. Responsibilities include budget development, cash-flow projections, budget v. actual tracking, regulatory analysis or other areas specific to the administrative functions of a department assignment.

The Senior Management Analyst is distinguished from the Management Analyst in that the former class manages and performs responsible, professional administrative, financial, budgetary, statistical, and other management analyses and support work for departmental

functions, and activities; and manages programs and supervises the work of professional, technical and administrative support staff.

Job Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides technical assistance to the Rate and Debt Manager for the Authority's Financial Rate Modeling Program; provides staff support in the development and execution of debt issuance and administration, and other financing strategies.
- Interacts with legal and bond counsel, financial advisors, underwriters, rating agencies, banking institutions, and others involved in the issuance of short-term and long-term debt; participates in the periodic issuance of long-term debt; and supports the review of legal offering documents to ensure accuracy and compliance with disclosure requirements, ensuring that on-going disclosure requirements are fully met.
- Maintains a detailed understanding of the Metropolitan Water District's (MWD) rates and charges and how they impact the Authority; evaluates financial management strategies including capital financing options and reserve policies; assists in cost of service studies using industry accepted rate analyses procedures; prepares materials relating to water utility rates and fees; participates in the development of new rate structures; and assists in the preparation of rate comparison studies.
- Actively participates in Management team meetings on rate and debt issues.
- Supports the maintenance and performance of the Long-Range Financing Plan, including updated revenue projections for the operating and capital programs.
- Designs and develops report formats to meet executive management information needs and the needs of project managers and other Authority departments; works with Information Systems to develop or modify systems to provide required data; manages tracking and reporting on department purchasing and contracting.
- Monitors performance and progress in executing departmental goals and objectives; performs analytical assignments in conjunction with detailed tactical or project planning and plan implementation; prepares periodic reports and presentations on progress.

QUALIFICATION GUIDELINES:

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered. A typical example of qualifying education and experience would be:

Graduation from a four-year college or university with major coursework in business or public administration; and six years of professional experience in administration and management analysis, two of which must include program management or supervision; or an equivalent combination of training and experience.

APPLICATION PROCEDURE:

To be considered for this position, please submit an employment application and supplemental questionnaire by 5:30 p.m. on Friday January 12th, 2018. Resumes will not be accepted in lieu of a completed application and supplemental questionnaire. All applications and supplemental questionnaires will be evaluated in relation to the criteria outline in this job announcement. The selection process may consist of an appraisal interview, writing exercise, and/or other appropriate screening methods.

To ensure timely and successful navigation, please consider applying early if you are new to the governmentjobs.com applications system. For technical assistant with the online application system, please review the Government Job online application guide, or contact their toll-free applicant support line at (855) 524-5627. If you have questions regarding the position, please contact Corinne Russell, Human Resources Analyst, at (858) 522-6663.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/sdcwa/default.cfm>
OUR OFFICE IS LOCATED AT:
4677 Overland Avenue
San Diego, CA 92123
858-522-6660
hr@sdewa.org

Job #18-14
SENIOR MANAGEMENT ANALYST
CR

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Senior Management Analyst Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process.
 - I agree to answer each supplemental question truthfully and that my responses can be verified from information included within the application.
- * 2. Have you graduated from a recognized four-year college or university with a major in accounting, finance, public or business administration or a closely related field?
 - Yes No
- * 3. Describe your skill level and length of accounting related experience in Microsoft Excel, Word, and enterprise software.
- * 4. **COMPUTER APPLICATIONS** Which of the following best describes your proficiency in using Microsoft Excel?
 - I have no formal education or experience.
 - I have training using this software but no practical experience.
 - I use this software independently and extensively.
 - I have trained others so they can use this software and others consult me as an expert for assistance.
- * 5. Do you have experience in any of the following settings (Check all that apply):
 - Local Government
 - State or Federal Government
 - Public Utility
 - School District
 - None of the Above
- * 6. Do you have any experience in the following areas (check all that apply):
 - Rate Setting
 - Long-Range Financial Planning
 - Cash Flow Modeling
 - Debt Issuance
 - Arbitrage
 - Compliance
 - None of the above
- * 7. Please indicate your years of experience performing financial analysis
 - No experience
 - Less than one year
 - 1-2 years

- 2-3 years
- 3-4 years
- 4-5 years
- over 5 years

- * 8. Please describe how your work experience has prepared you to perform the duties of this position. Please not, answers copies and pasted from work history or resume will be considered incomplete.
- * 9. **APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL)** The San Diego County Water Authority Human Resources Division uses e-mail to notify applicants of important information relating to the status and processing of your application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of resources, and minimize delays and costs. Therefore, as an applicant, please ensure that the e-mail address and contact information you provide are current, secure, and readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. **We will not be responsible in any way if you do not receive our e-mails** (i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis). Read any notices that we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep hard copies of our notices for your records.
- I acknowledge that I have read, understand, and agree to the above.

- * Required Question