



CITY OF VERNON

Invites your interest for the position of **UTILITIES COMPLIANCE ADMINISTRATOR**



The City of Vernon offers an outstanding career opportunity for a seasoned Utilities Compliance Administrator who is well-versed and has tangible experience in legislative and regulatory matters. If you are interested in this exciting and challenging opportunity, please apply online at www.cityofvernon.org no later than **Sunday, October 1, 2017 by 11:59 p.m.**

THE COMMUNITY

The City of Vernon is an industrial city of 5.2 square miles located about five miles to the southeast of downtown Los Angeles. Founded in 1905 as the first exclusively industrial city in the Southwestern United States, Vernon remains largely industrial with a current residential population of 250. The City currently houses more than 1,800 businesses that employ approximately 50,000 people, serving as a vital economic engine for the Southern California region.

THE ORGANIZATION

The five members of the City Council are elected at large, on a non-partisan basis, for five year staggered terms and, as a result of 2011 Charter amendments, no person may serve more than two full terms of office. The Mayor is selected by the Council. The City's total budget for FY 2017-18 is a little over \$341.5 million (the General Fund budget is almost \$59 million) with approximately 280 employees. Vernon continues on the path towards creating greater accountability and transparency with the goal to create a model government. In the past five years, Vernon has undergone tremendous change. Through the City's implementation of more than 150 good governance reforms, Vernon – the city that has characterized itself as "Exclusively Industrial" for over 112 years – has firmly established itself as a model city for good governance.

VERNON PUBLIC UTILITIES

Vernon Public Utilities Department (VPU) serves as an essential resource to the City's business and residential community, providing dependable, high-quality utility services at very competitive rates. Electricity, natural gas, water, and fiber optic services are offered to Vernon

based businesses and residents, often at a cost savings compared to neighboring utility providers. The City-owned utility distribution systems have a strong, established history of reliability capable of efficiently and successfully serving the needs of the City's unique largely industrial community.



COMPLIANCE DIVISION

The Compliance Division evaluates existing and upcoming legislative issues and regulatory standards, and ensures that VPU's programs, documentation, and certifications are maintained in accordance to laws and requirements. As necessary, the Division acts as a liaison with regulatory and legislative bodies to maintain compliance and convey VPU's objectives and goals. Compliance staff also identifies and assists in mitigating risks to the safe and reliable supply of services to VPU customers including operational, financial, legal, and organizational risks.

THE POSITION

The Utilities Compliance Administrator oversees the Public Utilities Department's technical compliance activities and regulatory requirements. This position is responsible for developing and coordinating programs and procedures to foster technical reliability and operational excellence. The Utilities Compliance Administrator assures department operations align with state and federal regulatory guidelines and standards.

The Compliance division identifies risks and develops mitigation strategies and internal controls to ensure the safe and continuous supply of utility services to Vernon customers. Utility programs, procedures and documentation are reviewed for adherence to applicable laws, mandates, reliability standards and regulations.

KEY JOB FUNCTIONS

Coordinates Vernon Public Utilities (VPU) regulatory compliance activities and programs; works with City management and external agencies to develop programs, systems, training curriculum, and administrative procedures to foster reliability, operational excellence, safety, and preparedness; assures VPU operations are in compliance with state and federal regulatory guidelines and standards.

Researches and evaluates legislative and regulatory matters that may impact VPU and the City; develops strategies and responses to proposed legislation and regulatory issues; facilitates responses to the appropriate agencies and/or state officials.

Identifies risk to the safe and reliable supply of services to VPU customers, including but not limited to financial, legal, and organizational risks; develops risk reduction practices, procedures, evaluation tools, and operational standards.

Audits department records, and interviews staff to measure VPU compliance with applicable laws, regulations, policies, and procedures in addition to management objectives and goals. Coordinates department training activities including facilitating registration, maintenance and documentation of certifications and renewal dates; makes recommendations to enhance department training programs; assists with planning and coordinating employee development plans that address skill requirements to meet department goals.

THE IDEAL CANDIDATE

The City of Vernon is looking for a seasoned Utilities Compliance Administrator who is well-versed and carries with them tangible experience in legislative and regulatory matters. An articulate,

discerning and detail oriented individual will be a true asset to VPU in this capacity. An applicant for this position must be able to absorb complex matters then evaluate and analyze the applicability and impact of the issues in order to make sound recommendations to executive management.

The ideal candidate possesses a great deal of insight into the inner workings of regulatory bodies, the legislative process and key actors. He or she is someone who can sort through substantial amounts of regulation and legislation, and with a firm understanding of internal processes and goals, strategizes to help craft appropriate responses. The City is looking for a candid, confident, and credible person who can communicate and collaborate effectively with Utility subject matter experts. The ideal candidate is an individual who works in concert with department goals, and is a valuable part of ensuring reliable and resilient utility services.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

Bachelor's Degree in Engineering, Economics, Computer Science, Business, Public Administration a law degree or a related field; AND five years of experience in utilities operations or regulatory compliance programs.

CERTIFICATE AND LICENSE REQUIREMENTS

A valid California State Driver's License is required.

COMPENSATION

The monthly salary range for this position is \$10,068 - \$12,237. Salary placement within the established salary range depends upon qualifications. A comprehensive benefits package is also available. The City does not participate in Social Security. The City has a 4/10 work schedule.

HOW TO APPLY

To view the complete job description or to apply online for this outstanding opportunity, please visit our website at www.cityofvernon.org

The City of Vernon is an Equal Opportunity Employer.

REQUIRED APPLICATION MATERIALS INCLUDE

A cover letter, resume and completed City of Vernon online application.

Filing Deadline: Sunday, October 1, 2017.



If you have any questions, please contact Lisette M. Grizzelle, Senior Human Resources Analyst, at (323) 583-8811 ext. 166 or via email at: lgrizzelle@ci.vernon.ca.us