



CITY OF PASADENA

Department of Human Resources
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<http://www.cityofpasadena.net/humanresources>

INVITES APPLICATIONS FOR THE POSITION OF: Principal Power Dispatcher

An Equal Opportunity Employer

SALARY

\$53.02 - \$66.27 Hourly \$9,189.80 - \$11,487.25 Monthly \$110,277.65 - \$137,847.01
Annually

OPENING DATE: 12/17/19

CLOSING DATE: Continuous

THE POSITION

The Department of Water and Power is seeking a Principal Power Dispatcher to manage the day to day operations of the dispatch center. Reporting to the Power Dispatching Supervisor, this position performs advanced journey-level work coordinating and scheduling all switching procedures to ensure system reliability and to balance switching workload resources.

IDEAL CANDIDATE

The ideal candidate will have strong attention to detail and the ability to obtain and share accurate information with Dispatch staff and other staff and field crews to ensure appropriate transmission and generation capability is available. This requires independent judgment in making decisions to maintain system reliability.

To learn more about our Water & Power Department. please click here: [Water & Power](#)

MUST APPLY ONLINE

ESSENTIAL FUNCTIONS

The major responsibilities of this position are listed below. For more detailed information, please review the [Job Description](#)

- Plans, coordinates and schedules maintenance requests among workgroups in PWP and other working entities.
Coordinates planned distribution circuit outages with the associate PWP work groups; determines optimal timing, generation requirements and equipment needs; resolves discrepancies in outage schedules and switching prioritization.
- Monitors all transmission/generation capability to maintain a N-1 reliable state within the PWP electrical system.
- Plans, assigns, schedules, supervises and evaluates the work of both Power Dispatcher classifications, and Substation Operator classification.
- Provides day-to-day leadership and works with staff to ensure a high-performance, and customer-service oriented work environment.
- Ensures scheduling and outage policies and procedures are adhered to and conditions are safe for crews and the public.
- Researches, compiles and prepares outage request reports.
- Represents the department at conferences and meetings; stays current on power distribution operations, technology best practices and regulatory environments.

- Plans, lays out, schedules, monitors and inspects the day-to-day work of dispatchers engaged in dispatching, safe instructions during the construction, maintenance and repair of overhead and underground electrical transmission and distribution circuits; participates in the planning of special projects and the associated requisitioning of materials and special equipment; observes problems and issues and recommends plan changes to engineering staff to address field conditions.
- Reads and interprets manuals, blueprints, schematic diagrams, drawings, SCADA, Outage Management System and GIS facilities data in planning and laying out work.
- May act in the absence of the Power Dispatching Supervisor.
- Regular attendance is an essential function of this classification.

QUALIFICATION GUIDELINES

COMPETENCIES:

- **Attention to Detail** - Focusing on the details of work content, work steps, and final work products.
- **Informing** - Proactively obtaining and sharing information.
- **Customer Focus** - Attending to the needs and expectation of customers.
- **Leveraging Technology** - Applying technology for improvements in organizational efficiency and effectiveness.
- **Teamwork** - Collaborating with others to achieve shared goals.
- **Critical Thinking** - Analytically and logically evaluating information, propositions, and claims.

MINIMUM QUALIFICATIONS

Five years of progressively responsible experience in power dispatch, at least two of which are at the Senior Power Dispatcher or lead level.

North American Electric Reliability Corporation (NERC) certificate with a Reliability Operator credential is highly desirable.

SELECTION PROCESS

The selection process may consist of one or more of the following: a training and experience evaluation, written test, interview panel, department-level interviews and possibly a Work Performance Questionnaire.

Probationary work period is 12 months.

VACANCY INFORMATION

There is currently one (1) vacancy in the Power Delivery Division of the Water & Power Department. The resulting eligibility list from this recruitment may be used to fill similar vacancies in the future.

SPECIAL REQUIREMENTS

Must possess a valid Class C driver's license and comply with the City's Motor Vehicle Safety Policy during the course of employment.

Possession of NERC System Operator Certification with a Reliability Operator credential is preferred.

Principal Power Dispatcher Supplemental Questionnaire

- * 1. Do you possess 5 years of progressively responsible experience in power dispatching, at least two of which are at the Senior Power Dispatcher with the City of Pasadena or lead level at another utility?
 Yes No

- * 2. Do you possess a NERC certification with a Reliability Operator credential?
 Yes No

- * 3. Describe your experience as it relates to operating a real-time distribution system at the Senior Power Dispatcher or lead level at another agency. What was the name of the agency and what was your title?

- * 4. Describe your experience with implementing new software & technologies that improved operations in a real-time dispatch center.

- * 5. Describe your experience when you took a lead on a project or task to improve operations as a Senior Power Dispatcher or lead at another agency. What was the name of the agency and what was your title?

- * Required Question

Important Information

EQUAL EMPLOYMENT OPPORTUNITY: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

APPLICATIONS: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

EXAMINATION PROCESS: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

DIRECT DEPOSIT: All City employees will be required to sign up for electronic deposit for their payroll check and will only have access to their payroll information electronically.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination. The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

AGENCY SHOP REQUIREMENTS

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

SLIDING CLASSIFICATIONS AND UNDERFILLING POSITIONS: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

BENEFITS for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

VETERAN'S PREFERENCE POINTS: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDESHARE II PROGRAM: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

CIVIL DEFENSE: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

JOB LINE: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

HUMAN RESOURCES WEBSITE: www.cityofpasadena.net/humanresources

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