

Silicon Valley Power

CITY OF SANTA CLARA ELECTRIC DEPARTMENT

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HUMAN RESOURCES DEPARTMENT
CITY OF SANTA CLARA

INTEROFFICE MEMORANDUM

DATE: August 23, 2018
TO: Human Resources Interim Director
FROM: Chief Electric Utility Officer
SUBJECT: Request to Approve Job Specifications for Meter Data Analyst

The Electric Department has reviewed its staffing needs and is requesting the approval of the new job specifications for Meter Data Analyst. This position will support the long-term maintenance and operation of the Advanced Metering Infrastructure (AMI) program for the Electric Utility with future benefits for the Water Utility. This position combines skills required to evaluate and interpret automatically collected meter data coming in from deployed AMI meters with the regular duties of the Meter Reader and Utility Field Services Worker positions. We are also requesting a recruitment type of open/promotional and an examination weighting of 100% oral exam with a qualifying written supplemental. The oral exam will allow a thorough evaluation of the communication and performance skills of the candidates, with the written supplemental allowing a more detailed description of technical skills and experience.

Thank you for your assistance. If you have any questions regarding this request, please contact Voula Brown, Staff Aide II, at 615-6604.



John C. Rotukema
Chief Electric Utility Officer