



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL INFORMATION TECHNOLOGY ANALYST

Group-Section: Information Technology Group - Information Technology Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 056 Job #: 231
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JOB SUMMARY

Responsible for a specialized and complex information technology discipline. In this capacity the individual serves as the resident authority in their discipline and functions in a quality assurance role reviewing and recommending approval of proposed technology solutions and designs from other staff and consultants. This individual may function as a senior project manager on complex information technology initiatives. In the role of senior project manager, areas of responsibility include directing project teams, developing schedules, project plans, proposals, budgets, and status reports applying cost benefit methodologies to monitor progress and success and managing projects to completion.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Serves as the resident authority for the development, implementation, and support efforts in one or more major Information Technology disciplines; coordinates activities with business units; develops long-term project goals for the discipline(s); assists in the development and implementation of technical work plans for specific activities; and assigns tasks and monitors execution of work.
2. Interprets business needs for one or more Information Technology disciplines; identifies and analyzes critical issues; recommends solutions and resolves complex problems; develops new processes and procedures to meet new requirements or anticipated changes; and advises appropriate staff.
3. Evaluates existing and emerging technology in major Information Technology discipline(s); introduces new and enhanced technology solutions where appropriate to ensure efficient operations; analyzes technical information to stay abreast of technological advances and their potential applicability to Metropolitan needs; and provides training and guidance in the discipline(s) to help develop other staff members and ensure that their skill levels meet current and future business needs.
4. Plans, directs, and manages the assessment of user requirements, feasibility, technical direction, business case analysis, cost projections, benefit quantification, risk analysis, schedule, and scope for Information Technology projects and major initiatives.

5. Serves as senior project manager for the most complex and high visibility Information Technology projects; prepares project scope, identifies resources, develops timelines, and milestones for completion; determines best methodology for tracking progress and monitoring success; prepares and administers project budget; and forecasts funds needed, approves and monitors expenditures, and implements budgetary adjustments.
6. Performs and reviews project controls including progress, cost forecasting, variances, change management, scheduling, and close-out procedures, maintains master schedules, and inform management of potential scheduling conflicts.
7. Analyzes project goals, objectives, and priorities; recommends modifications for improving the project efficiency to management staff; and incorporates approved modifications.
8. Oversees the production and issuance of Request for Proposals, Request for Qualifications, etc. Participates in selection of contractors and consultants; and manages contracts.
9. Develops reports and proposals; and makes presentations to management.
10. Analyzes and prepares technical, economic, and/or financial information for assigned projects; and reviews and evaluates proposed agreements, technical documents, and project plans to ensure compliance with applicable standards, guidelines, and objectives.
11. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible experience, of which two years must have been at the Senior Programmer Analyst or Senior Systems Analyst level.

Required Knowledge in specified disciplines of: Fundamental Information Technology infrastructure components including hardware, software, operating systems, database management systems, and local and wide area networks; principles of database administration, computer operations, and application development and support; principles and practices of leadership, project management, supervision, matrix management, and quality assurance; team building; budgetary concepts and practices; cost and benefit analysis; statistical analysis; risk management; negotiation techniques; contract administration; and trends and emerging technologies.

Required Skills and Abilities to: Resolve most complex problems in specified discipline(s); serve as resident authority in specified discipline(s); manage diverse multidisciplinary project teams; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business applications such as word processing and spreadsheets; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, and funding sources.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

Professional certification to specific discipline(s)

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements

Job Title: Principal Information Technology Analyst

Job Code: 231

Adopted: 04/27/05

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