City of Burlington
Vermont

HUMAN RESOURCES DEPARTMENT
City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: call 7-1-1 or 800-253-0191

To: **Board of Finance**

From: **Susan Leonard, Human Resources Director**
Benjamin Pacy, Human Resources Generalist

Date: **December 3, 2013**

Re: **Reclassification and Title Change Senior Programmer/Analyst Position; Reclassification Programmer/Analyst & Database Administrator Position; Reclassification Senior Network Analyst; and Creation Internet Programmer Analyst - Burlington Electric Department**

The positions were reviewed at the request of the General Manager of Burlington Electric. The changes in the job descriptions warranting the reclassification are largely due to the impacts of the requirements of the Smart Grid Upgrades. There is more detail in the enclosed Memo from General Manager Grimes regarding the rationale and funding mechanism for the proposed changes to the existing positions and the creation of the Internet Programmer Analyst Position.

The positions were classified using a Modified Winters Exempt Classification Plan and Scale. The classification score sheets are attached as are the draft job descriptions, organizational chart and draft resolution.

For the Senior Network Analyst Position the changes in responsibilities resulted in a recommendation that the position be increased two levels, from a Union Exempt A05 (Range $51,016 - $83,633) to a Union Exempt A65 (Range $55,581 - $91,116). This change would be considered a promotion and placement in the new range is at the discretion of the General Manager but typically results in a 5% increase for the incumbent. In this case it will result in an increase to the FY14 budget of $2,100.

For the Programmer/Analyst & Database Administrator Position the changes in responsibilities resulted in a recommendation that the position be increased one level, from a Union Exempt A05 (Range $51,016 -$83,633) to a Union Exempt A06 (Range $54,003 - $88,529). This change would be considered a promotion and placement in the new range is at the discretion of the General Manager but typically results in a 5% increase for the incumbent. In this case it will result in an increase to the FY14 budget of $2,100.

For the Senior Programmer/Analyst Position the changes in responsibilities resulted in a recommendation that the position be increased one level, from a Union Exempt A05 (Range $51,016 - $83,633) to a Union Exempt A06 (54,003 - $88,529). This change would be considered a promotion and placement in the new range is at the discretion of the General Manager but typically results in a 5% increase for the incumbent. In this case it will result in an increase to the FY14 budget of $2100. The General Manager has requested a new title for this position: Senior Programmer Analyst/System Administrator.

Lastly, the Internet Programmer Analyst Position responsibilities resulted in a recommended classification of Union Exempt A05 (Range $51,016 - $83,633). The General Manager has discretion as to where to place a new hire in this range, typical placement is at 75% or $62,724. This would result in an impact to the FY14 Budget of approximately $31,000. This position was funded for the entire fiscal year in the FY14 BED Budget.

In summary, there are three reclassifications, one title change, and one creation being requested with an approximate total impact to the FY14 Budget of $37,300.

We are recommending approval of these requests by the General Manager, and request that the Board of Finance recommend approval to the City Council. The changes shall be effective following City Council approval of the resolution and signature by the Mayor.

Thank you for your consideration.

585 Pine Street • Burlington, VT 05401-4891
802/658-0300 • 802/865-7386 (TTY/Voice) • Fax: 802/865-7400

To: Board of Finance

From: Barbara Grimes, BED General Manager

Date: December 3, 2013

Re: Reclassifications of IT Positions

As most of you know, the Smart Grid project was a major project for BED and the IT Department in particular these past two plus years. The approximate $14 million investment was for an extensive project that affected all of us. Simply put, it thoroughly changed the way they do things.

The new software and hardware, databases, phone system, and website/web interaction was comprehensive and business changing. We added a new VOIP phone system with Category 6 wiring, 21 new servers, a new backup facility at Lake St, new Linux and Oracle systems, and a new website interactive facility.

Given the project deadlines this is the first opportunity to revise and update job descriptions. In addition, we added the new "Internet Programmer Analyst", which was approved in the FY14 budget. The revisions to the job descriptions were significant.

The latitude of responsibility has increased exponentially in all of these positions. The potential impact on customers from systems being down is tremendous. The move to "smart meters", by using cell routers and other hardware/software systems replaces a system of manual meters. Prior to this technological move, the responsibility to get accurate and timely meter readings/billings relied heavily on other departments. This responsibility now relies heavily on IS. In addition, the new meters are now tracking much more data, more frequently and have brought with them concerns about privacy and security of customer information, which have been addressed. Finally, cyber security has become much more of an issue with these new changes.

Along with the expanded responsibility, the complexity of the systems has increased ten-fold and therefore the innovation and problem-solving aspects of the job as well. We are now working with numerous new systems, hardware, software and databases. Much of this has required and will continue to require new training and new programming languages to be learned.

The new position is long overdue. The current IS staff is working weekends on a regular basis to keep up with the new changes. In addition, the new smart grid required new programming language (Linux) and new database programming (Oracle) which current staff have limited experience with.

The cost of the new position was included in the FY14 budget at a full year cost of $73,700. In that we will not be filling the position until late January, the cost of the reclassifications will be borne by the timing difference. We expect the cost of these changes, in total, to be approximately $37,300. This will leave a budget surplus of $36,400.

Thank you for your consideration.

Energy Efficiency
A Way of Life

Printed on Recycled Paper

RECEIVED
DEC 04 2013
HUMAN RESOURCES

City of Burlington
Job Description

Position Title: Senior Network Analyst

Department: Burlington Electric Department

Reports to: Chief Financial Officer

Pay Grade: A-5 **Job Code:** 899

Exempt/Non-Exempt: Exempt **Union: IBEW**

General Purpose:
This position is responsible for managingement of all aspects of Burlington Electric Department's servers and local and wide area networks, insuring the stability, integrity, and efficient operation of those in-house information systems. This responsibility includes developing, configuring, maintaining, supporting and optimizing all new and existing related hardware, software and peripherals. In addition, this position is responsible for internet connectivity, remote access, and communications to wireless devices.

Essential Job Functions:
- Develops and implements methodologies for monitoring and testing network performance.
- Prepares network performance statistics and reports.
- Develops, implements, and maintains initiatives to improve system availability, performance, design and support.
- Prepares annual operating and capital budgets for area of responsibility.
- Purchases and maintains licensing for all server operating systems and software and network license applications.
- Monitors bandwidth and assures a high level of availability, security, and quality of service.
- Installs, configures, and maintains all Microsoft Active Directory domain, DHCP, DNS, file, print, backup, email and communication servers and all applicable operating systems, licensing and support applications.
- Coordinates with Information Systems personnel to ensure all servers and LAN segments are configured to be accessible to the I5 midrange, Microsoft SQL, and desktop servers.
- Develops and implements preventative maintenance programs according to established standards and schedules.
- Manages all network infrastructures including, but not limited to, setup and configuration of switches, firewalls, routers and associated hardware.
- Maintains network administration, including but not limited to, user maintenance, OU Group and folder/file security and compliance with NERC and state and federal public information laws.
- Ensures anti-virus application for servers in area of responsibility.
- Manages remote access security including but not limited to VPN access and Web based access.
- Responsible for communications to wireless devices including but not limited to evaluating

and recommending hardware and operating system software requirements, setting up access, security and availability.

- Develops, implements and enforces policies, procedures and standards for the server and LAN environment.
- Creates and maintains complete documentation and drawings for all domain and LAN infrastructure.
- Maintains reliable connectivity to an ISP for internet access including but not limited to maintaining contracts, quality of service and planning disaster recovery access.
- Maintains company website, including content, functionality, availability, and accessibility.
- Maintains registration and renewal of all public domain names.
- Creates and maintains backup and disaster recovery procedures for servers in area of responsibility.
- Maintains up-to-date knowledge of ~~IS~~IT operating procedures and standards.
- Collaborates as a member of the ~~IS~~IT team sharing information and documentation as necessary.
- Provides orientation and training to end-users for all modified and new systems.
- Provides "on-call" support for server and LAN system software and equipment.

New Job functions added as a result of Smart Grid Implementation-Jan 2012

- Responsible for installation and maintenance of Advanced Metering Infrastructure Headend system for Advanced Meter system.
- Maintains Smart Grid Cell Router network installed throughout the city via BED's own fiber backhaul system.
- Responsible for the maintenance, firmware upgrades and patches for the Smart Grid system.
- Installs and maintains Data –Storage Area Network specifically for Smart Grid Data Management system.
- Installs and maintains duplicate production, test/qa, and disaster recovery systems to run the Smart Grid Meter Data Management System.
- Responsible for backup and restoration of the Smart Grid Systems.
- Assists with the deployment and maintainenance of the separate switched network and separate firewall systems that secure the Smart Grid network traffic on BED LAN environment.
- Responsible for the setting up the new alert system to monitor smart grid hardware components for offline and device malfunctions.
- Responsible for setup and maintenance of the Application Monitoring system to monitor Oracle database environments on both AMI and MDM systems.
- Assist with installation and maintenance of the Meter Department Field deployment tools to assist in the installation of the new Advanced Electronic meters in the field.

- Responsible for the installation and maintenance of the Field Deployment software servers to assist the Meter Department deploy new Advanced Electronic meters in the field using hand held tools and not using old paper system.
- Responsible for the install and maintenance of the new VOIP server system and IVR system to help with notfications of Power outage situations that BED as a power utility company experiences daily.
- Responsible for setup and maintenance Certicom security appliances for authentication with AMI headend collection system.
- Responsible for setup and maintenance of the various Certificates of Authority for use with new MDM, AMI and Energy Engage systems.
- Responsible for setting up the new Energy Engage server system, production, test to work for Customer Service Web Portal with new Energy IP system/MDM system.
- Responsible for setup and maintenance of the Energy Engage web site set up for secure communications from outside world to BED new Smart Grid System.

Non-Essential Functions:

- Provides backup to other ~~IS~~IT personnel as needed.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science in Computer Science, ~~IS~~IT or related field and five years experience in ~~IS~~IT LAN/Server environment.
- Professional certification preferred.
- Experience with Microsoft Exchange Server preferred.
- Experience with Microsoft Windows Operating Systems, including a minimum recent versions of Microsoft Server and Microsoft Active Directory preferred.
- Experience with setup, configuration and maintenance of DHCP and DNS.
- Prior knowledge and configuration of Cisco PIX, switches and LAN management preferred.
- Working technical knowledge of current software protocols and internet standards, including TCP/IP management.
- Experience using Web development tools such as FrontPage or Microsoft Expression Web, and WSFTP required.
- Experience with VPN technologies preferred.
- Ability to present technical presentations and to provide training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to multi-task, work with minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to work effectively in a team oriented, collaborative environment.
- Ability to travel to and from various work sites within the City of Burlington.
- Ability to work nights, weekends and holidays required.

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_x_ seeing

__ color perception

(red, green, amber)

_x_ hearing/listening

_x_ clear speech

_x_ touching

_x_ dexterity
_x_ hand
_x_ finger

__ reading - basic
_x_ reading - complex

__ writing - basic

_x_ writing - complex
__ shift work

_x_ works alone

_x_ works with others

_x_ verbal contact w/others

__ pushing/pulling

__ math skills - basic

_x_ ability to move distances
_x_ lifting (specify) within and between
_25_ pounds warehouses/offices
_x_ carrying (specify) _25_ pounds
__ climbing
__ ability to mount and dismount forklift/truck
__ driving (local/over the road)

_x_ analysis/comprehension
_x_ math skills - complex
_x_ judgment/decision
_x_ clerical making

__ outside
__ pressurized equipment
__ extreme heat
__ moving objects
__ extreme cold
__ high places
__ noise
__ fumes/odors

_x_ face-to-face contact

_x_ inside

__ mechanical equipment

__ hazardous materials

_x_ electrical equipment

__ dirt/dust

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(original 2/27/2001; revised 2/7/2001; sent to union 2/9/2001; final 2/27/2001)
(Revised 06/27/07; reclass review 07/05/07; sent to union 07/12/07; final 07/27/07)
(original 07/27/07; revised 12/10/09; sent to Union 12/15/09; Revised 01/19/2010)

BURLINGTON ELECTRIC DEPARTMENT
DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS

Exempt Position Classification Form

Position Title: Senior Network Analyst

Supervisor/Manager: Daryl Sanferre

Person(s) Performing Classification: Paul Alexander & Ben Pacy

Date of Classification: 10-29-2013

Reason For Classification: *Revision to Existing Position* ✓ *New Position* _____ *Other (Explain):* _____

Instructions:
First, assign a numerical and alphabetical designation (1A, 3C, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the *Exempt Compensation Factor Point Value* sheet. Total the points to determine the classification level.

Compensation Factor	Numeric & Alphabetic Value	Points
1. Knowledge & Skill	3C	110
2. Latitude & Position Impact	3C	200
3. Supervision & Leadership	1A	0
4. Complexity/Innovation	D3	300
5. Working Conditions	1	10
Total Points		620
Classification Level		6.5

Internal Equity Review: (YES) NO

1. Are there positions in BED with similar responsibilities and qualifications as this one? ✓ ____
2. If yes, what are the positions (you need to list only one or two)? Cybersecurity & Compliance, Senior Programmer Analyst, Database/Programmer Analyst
3. Do the total points and classification for this position equal the classification for the positions listed above? ____ ✓
4. If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.
5. Is this position union ✓ or non-union ____? If non-union, what criteria were used to determine its non-union status? ----> Supervisory ____; Confidential ____; Professional ____

Final Approvals:
Area Manager: Daryl Sanferre — Date: 11-12-13
General Manager: Barbara L. Grims — Date: 11/13/13
Human Resources: [signature] — Date: 11/18/2013

City of Burlington
Job Description

Position Title: Senior Programmer/ Analyst/System Administrator

Department: Burlington Electric Department

Reports to: Chief Financial Officer

Pay Grade: A-5 **Job Code:** 813

Exempt/Non-Exempt: Exempt **Union: IBEW**

General Purpose:
This position is responsible for managing all aspects of BED's mid-range computing system and related hardware, application software, data and peripherals. In addition this position is responsible for programming and analysis for all AS400 mid-range software applications.

Essential Job Functions:
- Designs program/applications, including but not limited to, preparing program code, testing, associated documentation etc., considering impact on overall system performance, integration and accepted Information Services (IS) standards.
- Responsible for the coordination and implementation of relevant applications and system software updates and/or releases.
- Develops and implements methodologies for monitoring and testing mid-range computing performance.
- Prepares mid-range performance statistics and reports.
- Develops, implements and maintains new initiatives to improve system availability, performance, design and support for the mid-range computing environment.
- Responsible for preparing annual operating and capital budgets for area of responsibility.
- Review and make recommendations on mid range hardware and software purchases.
- Develops and implements a mid-range hardware preventative maintenance programs according to established standards and schedules.
- Maintains up-to-date knowledge of programming, database design and application development techniques to ensure proper and efficient program application use.
- Develops, implements and enforces policies, procedures, and standards for the mid-range operating system and its application software.
- Creates and maintains complete documentation for the mid-range computing environment, including both hardware and software applications.
- Creates and maintains backup and disaster recovery procedures for the mid-range computing environment.
- Interacts with application users to monitor needs and to provide adequate and timely responses to requests for related mid-range computer services.

- Responsible for all mid-range system security for operating systems and applications.
- Responsible for maintaining application authority groups and users for all functional and menu usage in Iseries applications..
- Responsible for peripheral hardware/software that interfaces with the mid-range environment including lockbox, smartmetering technology, document management, Naviline application program interfaces and data delivery services.
- Establishes and administers hardware and software maintenance contracts. Controls equipment maintenance costs and seeks to improve equipment reliability and response time to service calls.
- Provides orientation and training to end-users for all modified and new software
- Performs programming and systems analysis work for all system environments as required
- Provides "on call" support for mid-range computing system as required.
- Maintains up-to-date knowledge of IS operating procedures and standards.
- Collaborates as a member of the IS team sharing information and documentation as necessary.
- Provides orientation and training to end-users for all modified and new software or hardware

Non-Essential Functions:

- Provides backup to other IS personnel as needed.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science in Computer Science, IS or related field and 5 years experience in customer support, business systems analysis, database design, programming and IBM mid-range computer environment technical support; or ten years or more of direct experience working in a IBM mid-range computer environment required.
- Demonstrated experience in RPG/400 required.
- Demonstrated experience in CL required.
- Must possess excellent oral, written and analytical skills.
- Experience in PC/LAN management and administration preferred.
- Must have leadership and excellent project management skills.
- Ability to adhere to established standards, policies and procedures and use good C/S practices and discipline.
- A strong desire to improve service to internal and external customers is required as is a high level of personal creativity, initiative and enthusiasm to work within a constantly changing organization.
- Ability to present technical presentations and to provide training as needed
- Ability to work effectively in a team oriented, collaborative environment.
- Ability to multi-task, work with minimal supervision, and adapt quickly to changing priorities and deadlines
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to travel to and from various work sites within the City of Burlington.

- Ability to work nights, weekends and holidays required.

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_x_ seeing
__ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
  _x_ dexterity
  _x_ hand
  _x_ finger
__ reading - basic
_x_ reading - complex
__ writing - basic
_x_ writing - complex
__ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside

_x_ ability to move distances within and between warehouses/offices
__ climbing
__ ability to mount and dismount forklift/truck
__ pushing/pulling

__ math skills - basic
_x_ math skills - complex
_x_ clerical

__ outside
__ extreme heat
__ extreme cold
_x_ noise
__ mechanical equipment
_x_ electrical equipment

_x_ lifting (specify) _50_ pounds
_x_ carrying (specify) _50_ pounds
__ driving (local/over the road)

_x_ analysis/comprehension
_x_ judgment/decision making

__ pressurized equipment
__ moving objects
__ high places
__ fumes/odors
__ hazardous materials
__ dirt/dust

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(revised 2/7/2001; sent to union 2/9/2001; final 2/27/2001)
(Revised 07/25/07; reclass 07/26/07; sent to union 08/08/07; final 08/23/07)

BURLINGTON ELECTRIC DEPARTMENT
DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS

Exempt Position Classification Form

Position Title: Senior Programmer / Analyst / System Administrator

Supervisor/Manager: Daryl Sarteve

Person(s) Performing Classification: Ben Pacy

Date of Classification: 11-12-2013

Reason For Classification: *Revision to Existing Position* ✓ *New Position* _____ *Other (Explain):* Equity

---

Instructions:
First, assign a numerical and alphabetical designation (1A, 3C, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the *Exempt Compensation Factor Point Value* sheet. Total the points to determine the classification level.

Compensation Factor	Numeric & Alphabetic Value	Points
1. Knowledge & Skill	3C	110
2. Latitude & Position Impact	2C	150
3. Supervision & Leadership	1A	0
4. Complexity/Innovation	B3	200
5. Working Conditions	1	10
Total Points		470
Classification Level		6

Internal Equity Review:

	YES	NO
1. Are there positions in BED with similar responsibilities and qualifications as this one?	✓	
2. If yes, what are the positions (you need to list only one or two)? Programmer/Analyst & Database Administrator		
3. Do the total points and classification for this position equal the classification for the positions listed above?		✓

4. If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.

5. Is this position union ✓ or non-union _____? If non-union, what criteria were used to determine its non-union status? ----> Supervisory ____; Confidential ____; Professional ____

Final Approvals:

Area Manager:	Daryl Sarteve	Date: 11-12-13
General Manager:	Farrell L Grims	Date: 11/13/13
Human Resources:		Date: 11/18/2013

RECEIVED
NOV 15 2013
HUMAN RESOURCES

City of Burlington
Job Description

Position Title: Programmer/Analyst & Database Administrator

Department: Burlington Electric Department

Reports to: Chief Financial Officer

Pay Grade: A-5 **Job Code:** 806

Exempt/Non-Exempt: Exempt **Union: IBEW**

General Purpose:
This position is responsible for the administration and maintenance of BED's Oracle and MSSQL ~~SQL~~ servers and associated hardware, software, ~~and~~ databases, and data warehousing systems. This position ~~is also responsible for~~ also supports the maintenance of ~~aining~~ BED's Internet presence, including accessibility and functionality, presentation, and content. Additionally, this position provides systems analysis, programming support and project management for vendor and in-house developed applications and projects in a diverse, multi-server environment.

Essential Job Functions:

- Manages enterprise data, including the design and implementation of Oracle and MSSQL databases, their accessibility, integrity, tuning, backup, restoration, and security
- Administers database servers on both Linux and Windows systems, including selection and purchase of hardware and software, upgrades, installations, authority, backup of operating systems and data, interfacing with third-party applications requiring access to the databases, user access and security, and database processes.
- Designs enterprise-wide programs, modules and database applications to run on, or interface with, PC's, portable devices, IBM ~~i~~-5, network~~LAN~~, Customer Information and Billing, SCADA (electric System Control and Data Acquisition) ~~systems~~, Oracle and MSSQL databases, ~~SQL and~~, Smart Meter systems (AMI, MDM, OMS, and FDM), email servers, and the Internet in a multi-server, Active Directory environment.
- Monitors, and generates reports on, performance of AMI and MDM systems, meter readings, work flows, communication status and other
- ~~Manages enterprise data, including the design and implementation of databases, their accessibility, accuracy, backups, and security.~~
- Prepares annual operating and capital budgets for area of responsibility.
- ~~Administers SQL servers, including selection and purchase of hardware and software, upgrades, installations, authority, backup of operating systems and data, interfacing with third-party applications requiring SQL databases, user access and security, and database processes.~~
- Responsible for anti-virus applications for the database ~~SQL~~ server environments.
- Coordinates implementation of projects requiring enterprise-wide data access or support.
- Creates and maintains complete documentation for all applications and systems in area of

responsibility, including user instructions and training, operation and process flow, troubleshooting, maintenance, and code.

- Designs and provides support to specialized applications, such as Automated Meter Information (AMI), Meter Data Management (MDM), Outage Management System (OMS), Field Data Management (FDM), GIS and ArcFM systems, ~~Outage Tracking~~, Bank Lockbox, Dig-Safe Monitoring, Handheld Meter Reading, Cash Remit, Load Study, and Stock Room Bar Coding systems.
- Maintains company website, including content, functionality, availability, and accessibility.
- Writes applications to access and update BED data via the Internet.
- Recognizes and identifies problems, performs analysis, makes recommendations and implements solutions regarding software applications, business processes/procedures and system integration.
- Creates and maintains backup and disaster recovery procedures for servers in area of responsibility.
- Ensures proper and efficient program application use by maintaining up-to-date knowledge of programming, database design and development techniques, and ITS Best Practices, operating procedures and standards.
- Collaborates as a member of BED's~~the~~ ITS Team, sharing information and documentation as necessary.
- Assists with management of new meters in the AMI system, including addition and removal, configurations, security, and inventory.
- Develops, implements and enforces policies, procedures and standards for Oracle and MSSQL ~~the SQL~~ server environments.
- Provides "on call" support for servers and applications in area of responsibility.

Non-Essential Functions:

- Provides backup to other IS personnel as needed.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science in Computer Science, IS or related field, or five~~ten~~ years or more of direct experience working in a networked Active Directory environment required. ~~and f~~Five years direct experience with installation, management and administration of Oracle11g or greater and MSSQL 2008 or greater database systems required. ~~administration or business systems analysis.,~~ ~~with~~ At least five years of computer programming experience in a networked ~~in IS LAN/Server~~ environment required.~~; or ten required years or more of direct experience working in an IS LAN/Server environment required.~~
- Working knowledge of Linux (RedHat) command line and utilities required.
- Working knowledge of SOAPUI, SFTP, Putty, and other tools and utilitied required.
- Professional certification preferred.
- Demonstrated experience with installation, management and administration of Oracle 11g or greater, and MSSQL 2008 or greater servers and databases ~~Microsoft SQL Server 2005~~ required.

- Demonstrated experience using SQL query language, SQL user-defined procedures and functions, SQL Data Transformation Services, .NET Framework, ~~Visual Basic, C++,~~ various scripting languages, and web-based programming experience required.
- Experience with setup and administration of Windows o~~O~~perating s~~S~~ystems, including a minimum of Microsoft Server 2003 or greater and Microsoft Active Directory preferred.
- Experience with setup and administration of Linux (RedHat) operating systems preferred.
- Experience using modern Web development tools ~~such as FrontPage or Microsoft Expression Web, and WSFTP~~ required.
- Must possess excellent oral, written and analytical skills.
- Experience with information systems problem determination and resolution in a diverse hardware and software environment preferred, especially in Linux, IBM I-5, PC, LAN, Microsoft Active Directory, and Internet-based environments required.
- Knowledge of IBM i5 system command line and RPG programming language preferred.
- Knowdge of IBM DB2 query language and syntax preferred
- Ability to provide technical presentations and training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Maintains up-to-date knowledge of programming, database design & development techniques to ensure proper and efficient program application use.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task, working under minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to travel to and from various sites within the City of Burlington.
- This position occasionally requires working after normal business hours, including nights, weekends and holidays as needed, to conduct system maintenance, backups, or remedial actions during periods of low activity.
- ~~Ability to work occasional nights, weekends, or holidays when required.~~

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_x_ seeing
__ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
_x_ dexterity
_x_ hand

_x_ ability to move distances within and between warehouses/offices
__ climbing
__ ability to mount and dismount forklift/truck
__ pushing/pulling

_x_ lifting (specify) _50_ pounds
_x_ carrying (specify) _50_ pounds
__ driving (local/over the road)

_x_ finger		
__ reading - basic	__ math skills - basic	_x_ analysis/comprehension
_x_ reading - complex	_x_ math skills - complex	_x_ judgment/decision making
__ writing - basic	_x_ clerical	
_x_ writing - complex		
__ shift work	__ outside	__ pressurized equipment
_x_ works alone	__ extreme heat	__ moving objects
_x_ works with others	__ extreme cold	__ high places
_x_ verbal contact w/others	_x_ noise	__ fumes/odors
_x_ face-to-face contact	_x_ mechanical equipment	__ hazardous materials
_x_ inside	_x_ electrical equipment	__ dirt/dust

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(revised 2/7/2001; sent to union 2/9/2001; final 2/27/2001)
(revised 07/25/07; reclass 07/26/07; sent to union 08/08/07; final 08/23/07)

BURLINGTON ELECTRIC DEPARTMENT
DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS

Exempt Position Classification Form

Position Title: Programmer/Analyst & Database Administrator

Supervisor/Manager: Daryl Sanferre

Person(s) Performing Classification: Paul Alexander & Ben Pacy

Date of Classification: 10-29-2013

Reason For Classification: *Revision to Existing Position* ✓ *New Position* _____ *Other (Explain):* _____

Instructions:
First, assign a numerical and alphabetical designation (1A, 3C, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the *Exempt Compensation Factor Point Value* sheet. Total the points to determine the classification level.

Compensation Factor	Numeric & Alphabetic Value	Points
1. Knowledge & Skill	3C	110
2. Latitude & Position Impact	2C	150
3. Supervision & Leadership	1A	0
4. Complexity/Innovation	C3	250
5. Working Conditions	1	10
Total Points		520
Classification Level		6

Internal Equity Review:

		YES	NO
1.	Are there positions in BED with similar responsibilities and qualifications as this one?	✓	
2.	If yes, what are the positions (you need to list only one or two)? Senior Programmer Analyst, Senior Network Analyst		
3.	Do the total points and classification for this position equal the classification for the positions listed above?	✓	✓

4. If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.

5. Is this position union ✓ or non-union _____? If non-union, what criteria were used to determine its non-union status? ----> Supervisory ____; Confidential ____; Professional ____

Final Approvals:		
Area Manager:	Daryl Sanferre	Date: 11-12-13
General Manager:	Jeffrey Grimes	Date: 11/13/13
Human Resources:	[signature]	Date: 11/16/2013

City of Burlington
Job Description

Position Title: Internet Programmer/Analyst
Department: Burlington Electric Department
Reports to: Chief Financial Officer
Pay Grade: TBD **Job Code: ?**

Exempt/Non-Exempt: Exempt **Union: IBEW**

General Purpose:
This position is responsible for managing Burlington Electric Department's website and web presence and image. This will include working with other departments and the IT staff to constantly improve these. Position will be responsible for web design and development serving both internal operations and external sites. This person should be familiar with authentication procedures, encryption standards, and implementations for websites, including the design, development and review of systems for secure communication. The job is a combination of different web disciplines: part development, part operations, and part design. The person should have a wide range of internet "programming" skills.

Essential Job Functions:
- Identifies and meets technology needs of IT and business operations.
- Develops, along with contractors as required, department websites and web-based tools.
- Works with outside hosting providers and developers to implement website upgrades.
- Responsible for operation of Smart-Grid Customer Web-Portal - Energy Engage.
- Monitors web operations and responds to problems.
- Trains and supports IT staff on the best ways to utilize our internal web based tools.
- Utilizes an internal Help Desk that handles desktop hardware and software.
- Identifies and meets technology needs of IT and other department's business needs.
- Completes database design work and acts as backup for Programmer Analyst/Database Administrator.
- Works with social networking interfaces such as Facebook and Twitter.
- Works with online security methods such as "Single Sign On" and authentication methods.

Non-Essential Functions:
- Provides backup to other IS personnel.
- Performs other duties as required.

Qualifications/Basic Job Requirements:
- Bachelor of Science degree in Computer Science, IT or related field.
- Ongoing education in the form of additional college-level IT courses preferred.

DRAFT

- Four years of user interface/visual layout experience, working with HTML, JavaScript and CSS in a hand coded environment.
- PHP or similar programming server-side experience and competency with basic database transactions.
- Proficient with JSP, XML and XHTML/HTML, JavaScript, CSS.
- Profound knowledge of .NET technologies, web technologies (XML, RSS, etc.), and web APIs (REST, SOAP)
- Familiarity with Dreamweaver and Photoshop.
- Extensive knowledge of HTML and Internet Programming.
- Skilled in ASP.NET, ADO.NET, Active Server Pages, MS SQL Server 2005/2008, Oracle 11G databases and C#. (Exceptional ability to develop reusable code).
- Must be detail oriented;
- Must have demonstrated knowledge of both Windows and Linux server platforms.
- Intermediate level computer experience, including skills in Microsoft Office, MS SQL, ORACLE databases and Internet programming languages is necessary.
- Demonstrated creativity is required.
- Excellent communication, organizational, customer service, problem-solving and detail-oriented skills.
- Ability to work effectively in a team oriented, collaborative environment.
- Ability to multi-task and work with minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to travel to and from various work sites within the City of Burlington.
- Ability to work nights, weekends and holidays required.

DRAFT

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_x_ seeing
__ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
_x_ dexterity

_x_ ability to move distances within and between warehouses/offices
__ climbing
__ ability to mount and dismount forklift/truck
__ pushing/pulling

_x_ lifting (specify) _50_ pounds
_x_ carrying (specify) _50_ pounds
__ driving (local/over the road)

_x_ hand
_x_ finger

__ reading - basic
_x_ reading - complex
__ writing - basic
_x_ writing - complex
__ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside

__ math skills - basic
_x_ math skills - complex
_x_ clerical

__ outside
__ extreme heat
__ extreme cold
_x_ noise
__ mechanical equipment
_x_ electrical equipment

_x_ analysis/comprehension
_x_ judgment/decision making

__ pressurized equipment
__ moving objects
__ high places
__ fumes/odors
__ hazardous materials
__ dirt/dust

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

DRAFT

BURLINGTON ELECTRIC DEPARTMENT
DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS

Exempt Position Classification Form

Position Title: Internet Programmer/Analyst

Supervisor/Manager: Daryl Santerre

Person(s) Performing Classification: Paul Alexandri & Ben Pacy

Date of Classification: 11-7-2013

Reason For Classification: *Revision to Existing Position* ____ *New Position* ✓ *Other (Explain):*

Instructions:
First, assign a numerical and alphabetical designation (1A, 3C, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the *Exempt Compensation Factor Point Value* sheet. Total the points to determine the classification level.

Compensation Factor	Numeric & Alphabetic Value	Points
1. Knowledge & Skill	3B	85
2. Latitude & Position Impact	2B	100
3. Supervision & Leadership	1A	0
4. Complexity/Innovation	C2	200
5. Working Conditions	1	10
Total Points		395
Classification Level		5

Internal Equity Review:

	YES	NO
1. Are there positions in BED with similar responsibilities and qualifications as this one?	✓	
2. If yes, what are the positions (you need to list only one or two)? Senior Programmer/Analyst, Programmer Analyst + Data...		
3. Do the total points and classification for this position equal the classification for the positions listed above?		✓

4. If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.

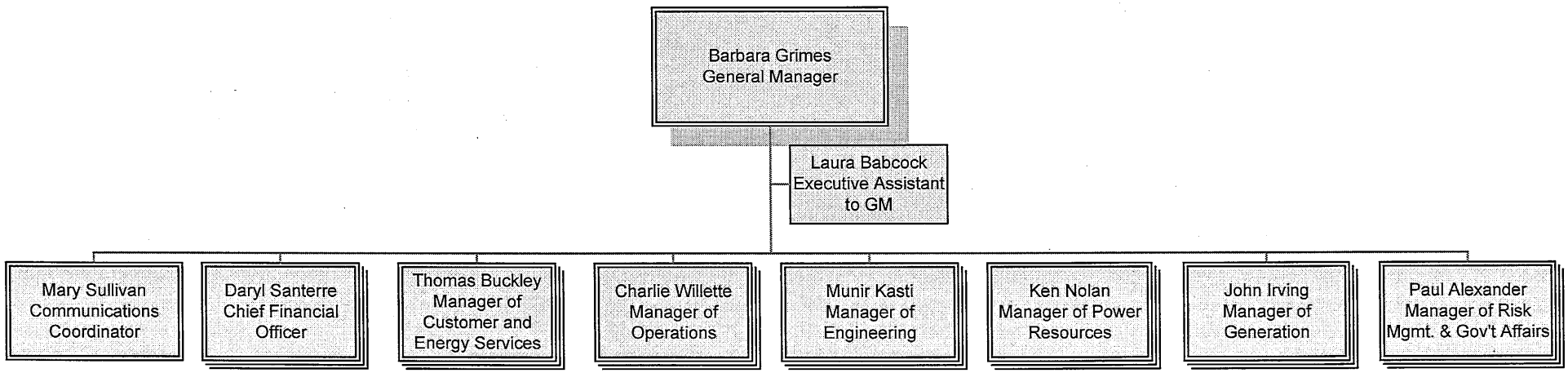
5. Is this position union ✓ or non-union ____? If non-union, what criteria were used to determine its non-union status? ----> Supervisory ____; Confidential ____; Professional ____

Final Approvals:
Area Manager: Daryl Santerre Date: 11-12-13
General Manager: Barbara Grimes Date: 11/12/13
Human Resources: Date: 11/2/2013

RECEIVED
NOV 20 2013
HUMAN RESOURCES

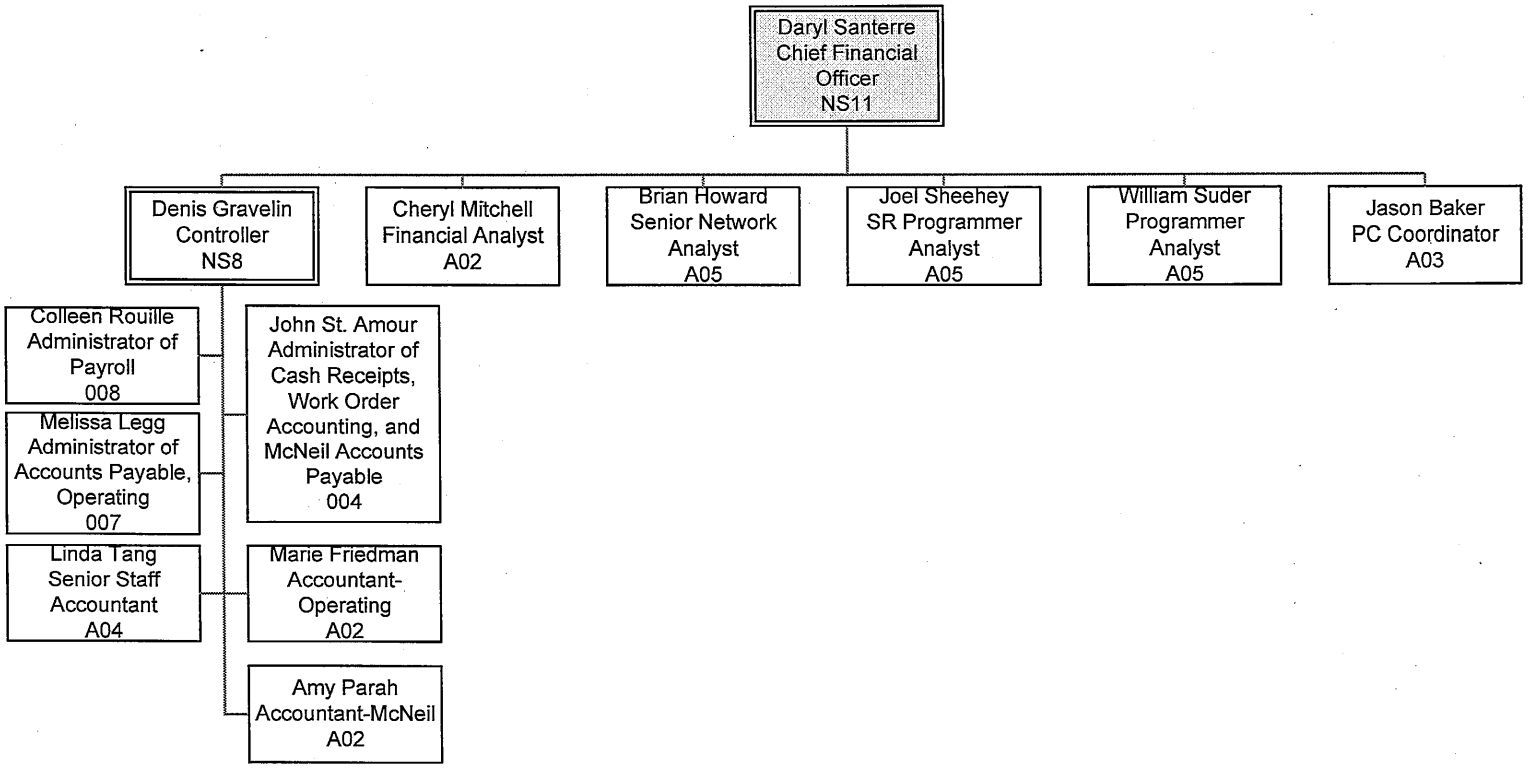
Burlington Electric Department

City of Burlington, Vermont
Organizational Chart
May 2012



Finance & Accounting/Information Services

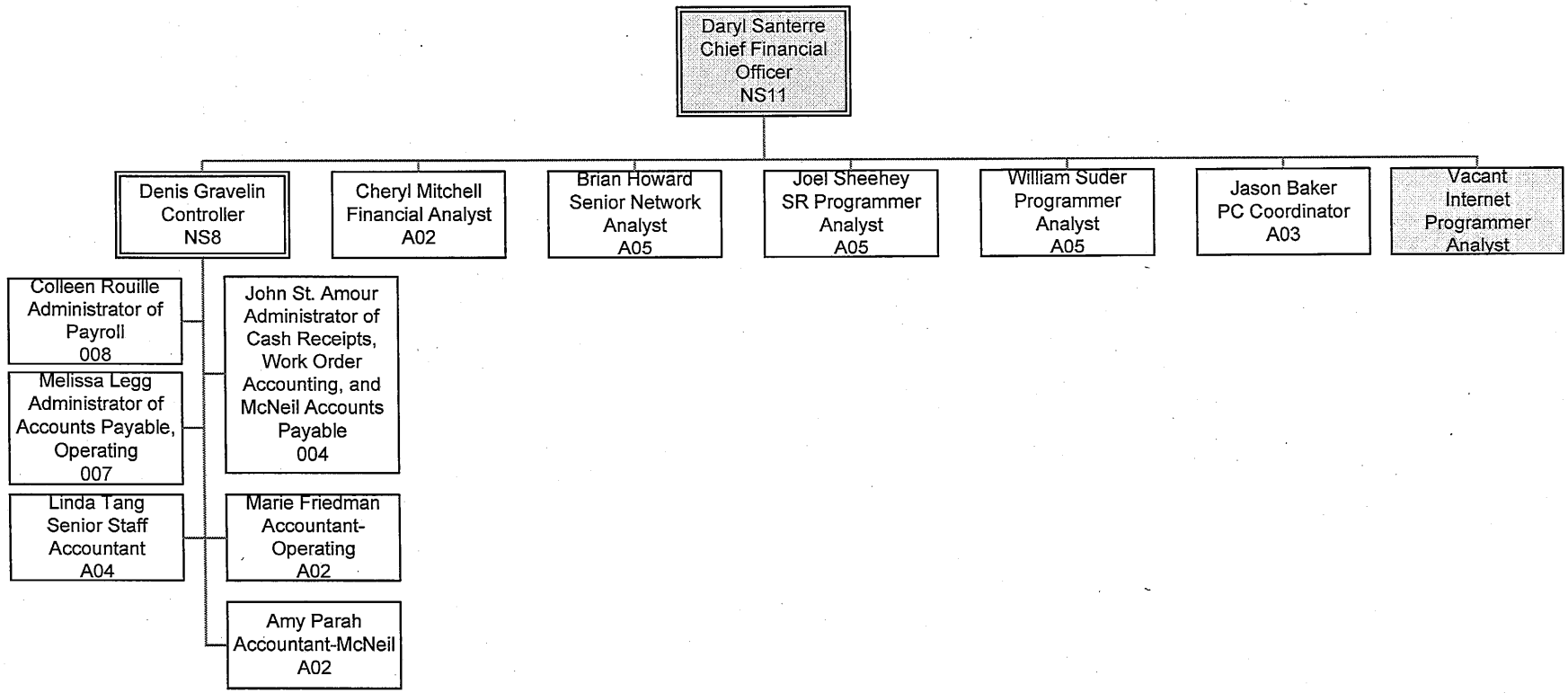
Burlington Electric Department



Existing November 2013

Finance & Accounting/Information Services

Burlington Electric Department



Proposed
December 2013

RECLASSIFICATON AND TITLE CHANGE SENIOR PROGRAMMER/ANALYST POSTION; RECLASSIFICATION PROGRAMMER/ANALYST POSITION & DATABASE ADMINISTRATOR POSITION; RECLASSIFICATION SENIOR NETWORK ANALYST; AND CREATION INTERNET PROGRAMMER ANALYST POSITION – BURLINGTON ELECTRIC DEPARTMENT

In the year Two Thousand thirteen.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the General Manager of the Burlington Electric Department has requested reclassification and title change of the Senior Programmer/Analyst Position, reclassification of the Programmer/Analyst & Database Administrator Position, reclassification of the Senior Network Analyst Position, and creation of an Internet Programmer Analyst Position at Burlington Electric; and

WHEREAS, the changes to the job descriptions associated with these positions are due to requirements of the implementation and ongoing operations of the Smart Grid infrastructure, hardware, and software; and

WHEREAS, Burlington Electric requires these change and services as part of its operations; and

WHEREAS, the Human Resources Director has prepared new job descriptions and recommends the reclassification and title change of the Senior Programmer/Analyst; reclassification of the Programmer/Analyst & Database Administrator; reclassification of the Senior Network Analyst; and creation of the Internet Programmer Analyst; and

WHEREAS, Human Resources Director has used the modified Winters Classification Plan to determine a recommended pay scale for these positions; and

DRAFT

WHEREAS, the Board of Finance recommended approval of these changes on December 9, 2013;

NOW THEREFORE, BE IT RESOLVED that based on its new job description, the Senior Programmer/Analyst at Burlington Electric shall have a new title of Senior Programmer Analyst/System Administrator and shall be placed at a Union Exempt Level A06 within the Burlington Electric Salary Table Listing; and

BE IT FURTHER RESOLVED that based on its new job description, the Programmer/Analyst & Database Administrator shall be placed at a Union Exempt Level A06 within the Burlington Electric Salary Table Listing; and

BE IT FURTHER RESOLVED that based on its new job description, the Senior Network Analyst shall be placed at a Union Exempt Level A65 within the Burlington Electric Salary Table Listing; and

BE IT FURTHER RESOLVED that the position of Internet Programmer Analyst in the Burlington Electric Department is hereby created and shall be placed at a Union Exempt Level A05 within the Burlington Electric Salary Table Listing;

BE IT FURTHER RESOLVED that these changes shall be effective as of date of City Council approval and signature of the Mayor.

DRAFT