



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

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To: City Council

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

Date: December 10, 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 at their meeting on December 9th, 2013, the Board of Finance voted to 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.

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 management 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 ISIT operating procedures and standards.
- Collaborates as a member of the ISIT 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 maintenance 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 notifications 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 ISIT personnel as needed.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science in Computer Science, ISIT or related field and five years experience in ISIT 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.

<input checked="" type="checkbox"/> seeing		<input checked="" type="checkbox"/> ability to move distances
		<input checked="" type="checkbox"/> lifting (specify) within and between
<input type="checkbox"/> color perception		<input type="checkbox"/> 25 pounds warehouses/offices
(red, green, amber)		<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening		<input type="checkbox"/> climbing 25 pounds
<input checked="" type="checkbox"/> clear speech		<input type="checkbox"/> ability to mount and driving (local/over
<input checked="" type="checkbox"/> touching		dismount forklift/truck the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
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<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex		<input checked="" type="checkbox"/> math skills - complex
		<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic		<input checked="" type="checkbox"/> clerical making
<input checked="" type="checkbox"/> writing - complex		<input type="checkbox"/> outside
<input type="checkbox"/> shift work		pressurized equipment
<input checked="" type="checkbox"/> works alone		<input type="checkbox"/> extreme heat
		<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others		<input type="checkbox"/> extreme cold
<input checked="" type="checkbox"/> verbal contact w/others		<input type="checkbox"/> high places
		<input type="checkbox"/> noise
		<input type="checkbox"/> fumes/odors

Senior Network Analyst

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☒ face-to-face contact

☒ inside

☐ mechanical equipment

☐ hazardous
materials

☒ 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 Santerre

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.....	<u>3C</u>	<u>110</u>
2. Latitude & Position Impact.....	<u>3C</u>	<u>200</u>
3. Supervision & Leadership.....	<u>1A</u>	<u>0</u>
4. Complexity/Innovation.....	<u>D3</u>	<u>300</u>
5. Working Conditions.....	<u>1</u>	<u>10</u>
Total Points.....		<u>620</u>
Classification Level.....		<u>6.5</u>

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 Program Analyst, Database/Program 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 Santerre

General Manager:

Robert L. Gagne

Human Resources:

[Signature]

Date: 11-12-13

Date: 11-13-13

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.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	<input type="checkbox"/> within and between	<input type="checkbox"/> 50 pounds
<input type="checkbox"/> (red, green, amber)	<input type="checkbox"/> warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> 50 pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> dismount forklift/truck	<input type="checkbox"/> the road)
<input type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input type="checkbox"/> hand		
<input type="checkbox"/> finger		
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<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	<input type="checkbox"/> making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input type="checkbox"/> 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: _____

Senior Programmer/Analyst
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(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 Sarteau

Person(s) Performing Classification:

Ben Paey

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.....	<u>3C</u>	<u>110</u>
2. Latitude & Position Impact.....	<u>2C</u>	<u>150</u>
3. Supervision & Leadership.....	<u>1A</u>	<u>0</u>
4. Complexity/Innovation.....	<u>B3</u>	<u>200</u>
5. Working Conditions.....	<u>1</u>	<u>10</u>
Total Points		<u>470</u>
Classification Level.....		<u>6</u>

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 Sarteau

General Manager:

Barbara L. Gironi

Human Resources:

[Signature]

Date: 11-12-13

Date: 11/13/13

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 aiding 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 i1-5, 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

Programmer/Analyst

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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 AroFM 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 fifteen years or more of direct experience working in a networked Active Directory environment required, and five years direct experience with installation, management and administration of Oracle 11g 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 utilities 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 Operating Systems, 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.
- Knowledge 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.

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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.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input checked="" type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception | <input type="checkbox"/> within and between | <input type="checkbox"/> 50 pounds |
| <input type="checkbox"/> (red, green, amber) | <input type="checkbox"/> warehouses/offices | <input checked="" type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> 50 pounds |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and | <input type="checkbox"/> driving (local/over |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> dismount forklift/truck | <input type="checkbox"/> the road) |
| <input checked="" type="checkbox"/> dexterity | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> hand | | |

Programmer/Analyst

Page 4 of 4

<input checked="" type="checkbox"/> _finger		
<input type="checkbox"/> _reading - basic	<input type="checkbox"/> _math skills - basic	<input checked="" type="checkbox"/> _analysis/comprehension
<input checked="" type="checkbox"/> _reading - complex	<input checked="" type="checkbox"/> _math skills - complex	<input checked="" type="checkbox"/> _judgment/decision
<input type="checkbox"/> _writing - basic	<input checked="" type="checkbox"/> _clerical	making
<input checked="" type="checkbox"/> _writing - complex		
<input type="checkbox"/> _shift work	<input type="checkbox"/> _outside	<input type="checkbox"/> _pressurized equipment
<input checked="" type="checkbox"/> _works alone	<input type="checkbox"/> _extreme heat	<input type="checkbox"/> _moving objects
<input checked="" type="checkbox"/> _works with others	<input type="checkbox"/> _extreme cold	<input type="checkbox"/> _high places
<input checked="" type="checkbox"/> _verbal contact w/others	<input checked="" type="checkbox"/> _noise	<input type="checkbox"/> _fumes/odors
<input checked="" type="checkbox"/> _face-to-face contact	<input checked="" type="checkbox"/> _mechanical equipment	<input type="checkbox"/> _hazardous materials
<input checked="" type="checkbox"/> _inside	<input checked="" type="checkbox"/> _electrical equipment	<input type="checkbox"/> _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 Santerre
 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.....	<u>BC</u>	<u>110</u>
2. Latitude & Position Impact	<u>2C</u>	<u>150</u>
3. Supervision & Leadership	<u>1A</u>	<u>8</u>
4. Complexity/Innovation.....	<u>C3</u>	<u>250</u>
5. Working Conditions.....	<u>1</u>	<u>10</u>
Total Points		<u>520</u>
Classification Level.....		<u>6</u>

Internal Equity Review: YES NO

1. Are there positions in BED with similar responsibilities and qualifications as this one? ☒ YES ☐ NO

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? ☒ YES ☒ NO

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:		Date: <u>11-12-13</u>
Area Manager:	<u>Daryl Santerre</u>	Date: <u>11/13/13</u>
General Manager:	<u>Paul Alexander</u>	Date: <u>11/16/2013</u>
Human Resources:	<u>[Signature]</u>	

**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.

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- 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.

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.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	within and between	50 pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	50 pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	

<input checked="" type="checkbox"/> _x_ hand		
<input checked="" type="checkbox"/> _x_ finger		
<input type="checkbox"/> _reading - basic	<input type="checkbox"/> _math skills - basic	<input checked="" type="checkbox"/> _x_ analysis/comprehension
<input checked="" type="checkbox"/> _x_ reading - complex	<input checked="" type="checkbox"/> _x_ math skills - complex	<input checked="" type="checkbox"/> _x_ judgment/decision making
<input type="checkbox"/> _writing - basic	<input checked="" type="checkbox"/> _x_ clerical	
<input checked="" type="checkbox"/> _x_ writing - complex		
<input type="checkbox"/> _shift work	<input type="checkbox"/> _outside	<input type="checkbox"/> _pressurized equipment
<input checked="" type="checkbox"/> _x_ works alone	<input type="checkbox"/> _extreme heat	<input type="checkbox"/> _moving objects
<input checked="" type="checkbox"/> _x_ works with others	<input type="checkbox"/> _extreme cold	<input type="checkbox"/> _high places
<input checked="" type="checkbox"/> _x_ verbal contact w/others	<input checked="" type="checkbox"/> _x_ noise	<input type="checkbox"/> _fumes/odors
<input checked="" type="checkbox"/> _x_ face-to-face contact	<input type="checkbox"/> _mechanical equipment	<input type="checkbox"/> _hazardous materials
<input checked="" type="checkbox"/> _x_ inside	<input checked="" type="checkbox"/> _x_ electrical equipment	<input type="checkbox"/> _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: _____

**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 Alexander & 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.....	<u>3B</u>	<u>85</u>
2. Latitude & Position Impact.....	<u>2B</u>	<u>100</u>
Supervision & Leadership.....	<u>1A</u>	<u>0</u>
4. Complexity/Innovation.....	<u>C7</u>	<u>260</u>
5. Working Conditions.....	<u>1</u>	<u>10</u>
Total Points.....		<u>395</u>
Classification Level.....		<u>5</u>

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, Programmers 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 Approval:
Person Manager:

[Signature]
[Signature]

Date: 11-12-13

Date: 11/12/13

Date: 11/12/13

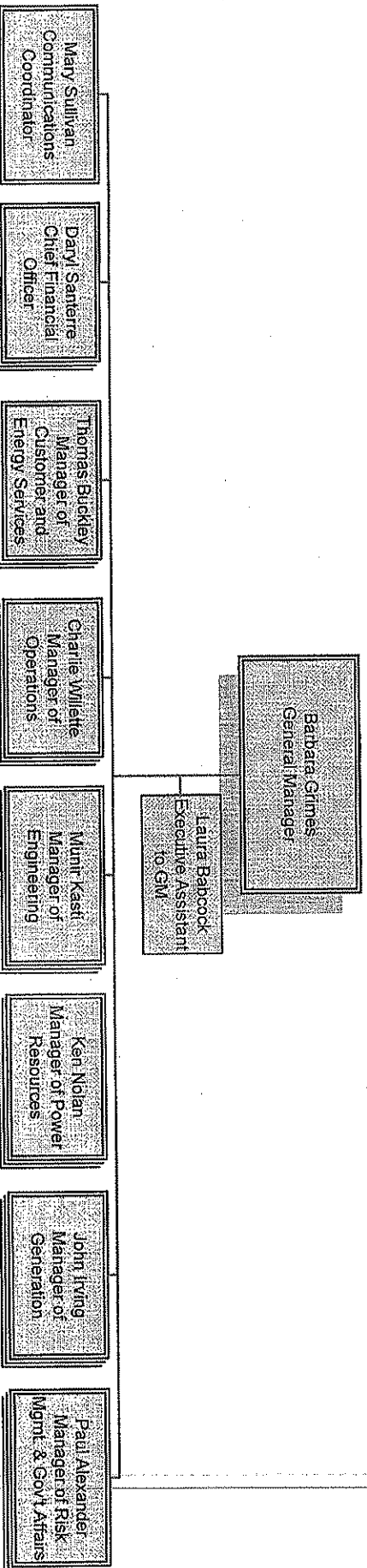
General Manager:
Human Resources:

NOV 20 2013

HUMAN RESOURCES

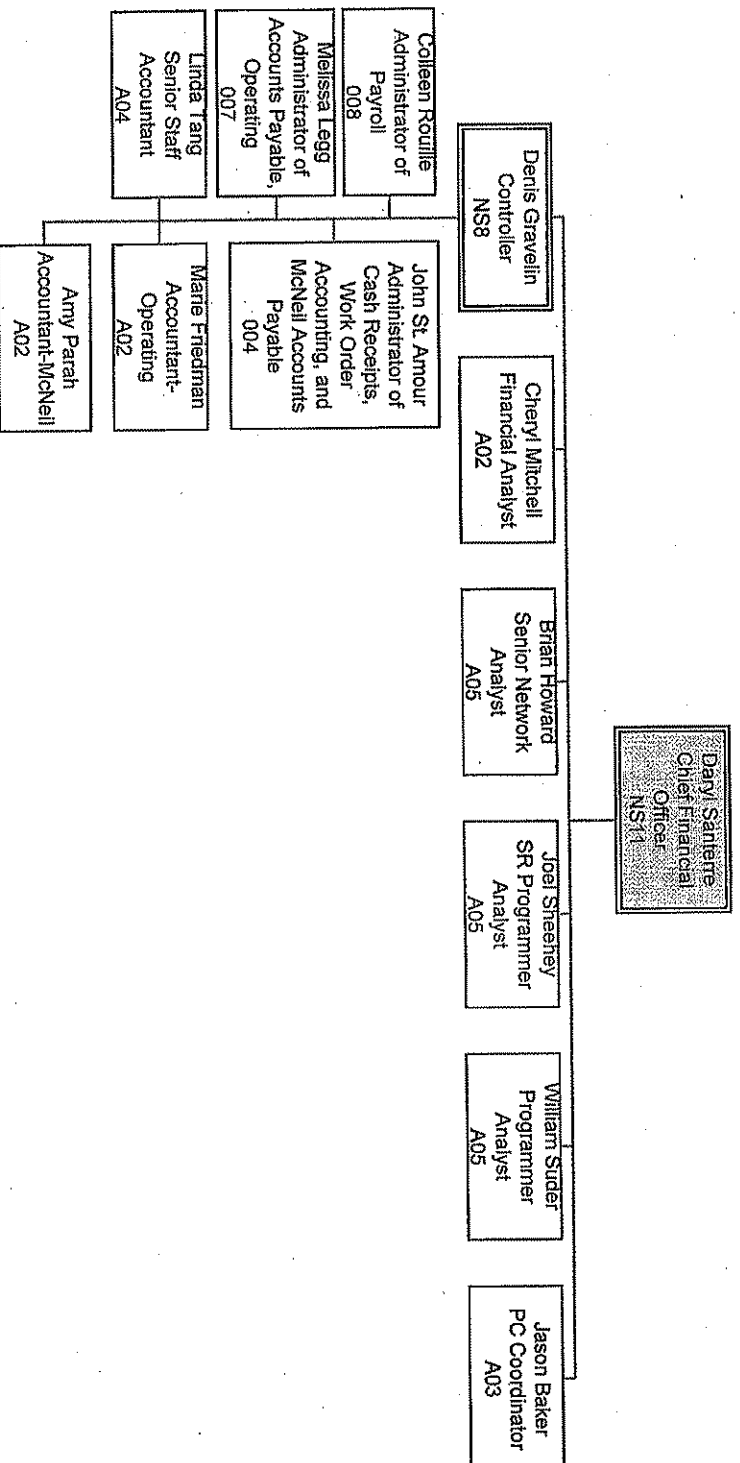
Burlington Electric Department

City of Burlington, Vermont
Organizational Chart
May 2012



Finance & Accounting/Information Services

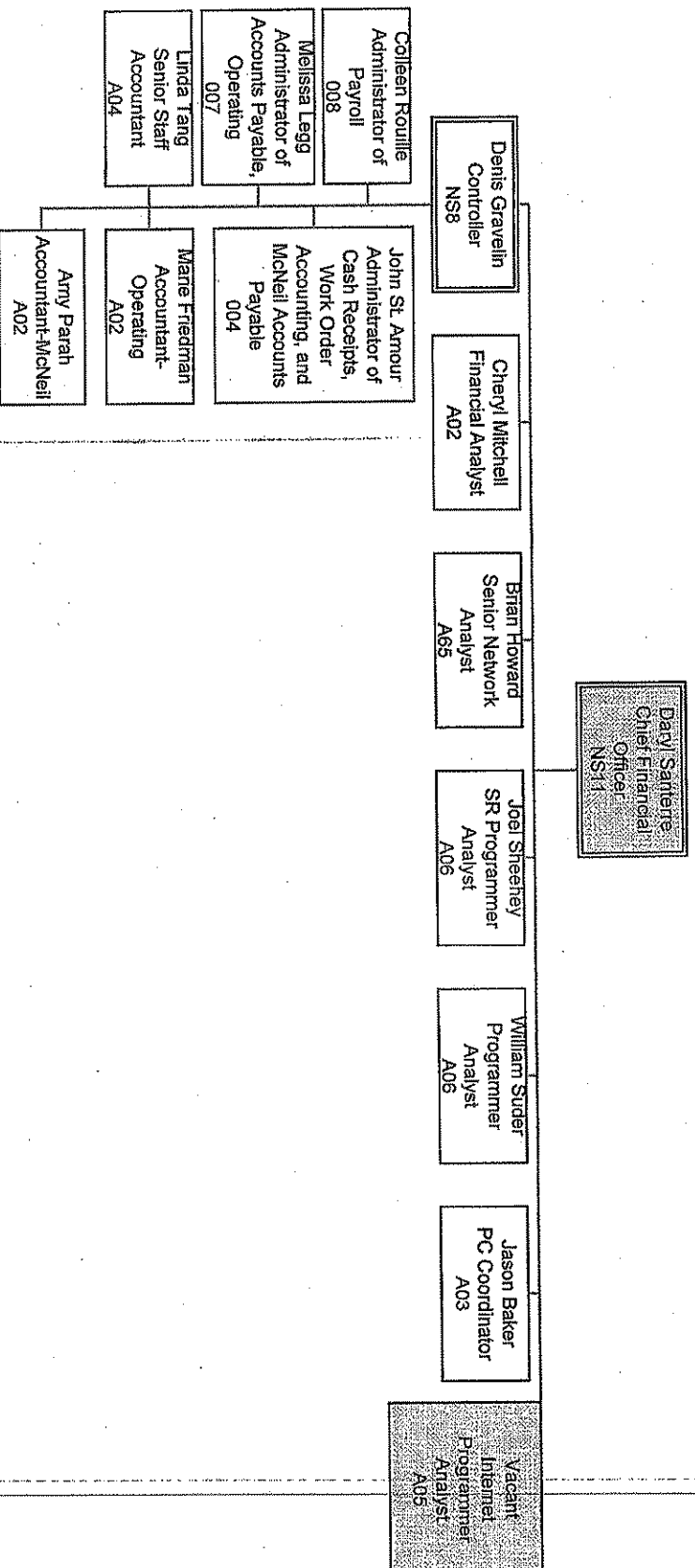
Burlington Electric Department



**Existing November
2013**

Finance & Accounting/Information Services

Burlington Electric Department



Proposed

December 2013