

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

Water Treatment (Priority 1) – Includes seven full-time positions

Class #30000682 – Principal Engineer, \$ 204,131

Under general direction, the Principal Engineer plans, organizes, integrates and directs the activities and work of an engineering, maintenance, operational, or planning/policy division within the Water Bureau; in this case to specifically oversee the new 10-year filtration project as a project manager. This position will be the co-lead for all the efforts that will be completed by internal staff, consultants and contractors. PWB will be looking for an individual with water treatment system experience to fill this position.

- Plans, organizes, controls, integrates and evaluates the work of the Filtration project team; with subordinate managers and supervisors, develops, implements and monitors work plans and strategies to achieve group mission, goals and performance measures.
- Manages and directs the development, implementation and evaluation of the Filtration programs, plans, schedules, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with City quality and resident service expectations.
- Directs the coordination of the filtration project and operations with other bureaus, agencies and affected jurisdictions, developing citywide or interagency coordination programs to facilitate this effort.
- Initiates and monitors implementation of appropriate safety and environmental safeguards in accordance with applicable regulations and prudent professional practices to ensure that employee, resident and environmental hazards and impacts of operational activities are eliminated or reduced to acceptable or allowable risk levels.
- Prepares or reviews proposed elements of annual/biannual operational and/or capital improvement program budgets; establishes budgetary control measures; allocates resources and personnel; monitors work programs for compliance with budget provisions.
- Prepares or directs the preparation of management reports for a group or bureau head, the City Council or other decision makers regarding operational programs, progress or problems; provides supporting recommendations for work program changes, code, policy or rule revisions; anticipates and responds to resident concerns relating to the work program and its repercussions and mitigations.
- Makes presentations to the City Council or other boards and commissions, public and private agencies, or individual, management and employee groups regarding programs, projects, policies and other relevant planning, engineering, maintenance or construction issues.
- Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides direction for performance improvement and development.
- Provides leadership and works with supervisors to develop and retain highly competent, service oriented staff through selection, compensation, training and day-to-day management practices that support the City and bureau mission, objectives and service expectations, fostering programs and activities that promote workplace diversity and a positive employee relations environment.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

Two Class #30000353 – Engineering Associate-Civil, \$233,388

The Engineering Associate positions, under direction, perform routine to intermediate professional engineering design and construction project management or developer/building plan reviews; apply technical engineering knowledge to the solution of design, maintenance, improvement and construction problems pertaining to the City's infrastructure and private development. The requested positions, one position in Operations and one position in Engineering, are technical project support staff for the filtration project. These positions will support the planning, design, construction and operations phases of the filtration and corrosion control improvements. Further, the Engineering Associate position in Operations would support the Water Supply and Treatment Manager by evaluating optimizations of the treatment plants, preparing standard operating procedures and evaluating impacts of source water quality changes on the treatment processes.

Incumbents of this class complete engineering assignments requiring the application of engineering theory and the use of judgment and initiative in developing solutions to problems and exercise independent decision-making authority under policy guidelines and management direction.

- Performs design work under the supervision of the Principal Engineer in charge of the filtration project or the Supply and Treatment division in Operations serving as resource experts and routinely reviewing work in progress or upon completion for accuracy and quality.
- Develops filtration project concepts using information gathered through research and investigation; performs necessary computations; does cost/benefit analysis; makes recommendations on design criteria; produces preliminary and final designs after approval; makes modifications in design if needed.
- Assists in filtration project plan review process by applying technical knowledge to verify engineering components meet code requirements.
- Performs project management duties as assigned, including preparing cost estimates, serving as liaison between City and contractor, checking progress of work, keeping project records, recording changes as they occur and making reports.
- Monitors projects, equipment installations and construction work in progress to ensure compliance with contractual stipulations and all applicable codes and statutes.
- Conducts research projects that may include a review of current literature, field investigations, pilot studies, contact with other public agencies and computer search; analyzes and reports on data gathered, including cost/benefit ratios for alternative methodologies.
- Reviews development and construction proposals and applications to ensure conformance with all City ordinances, codes, plans and regulations, makes recommendations, and obtains all necessary federal, state, and local project permits.
- Drafts professional services Requests for Proposals, contracts, and contract amendments.
- Participates in the design of system components, development and application of computer modeling project methodology and in the preparation of construction plans.
- The Operations Engineering Associate will perform other engineering duties as necessary as part of normal supply and treatment asset needs require.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

Class #30000464 - Program Coordinator, \$129,492

Under general supervision, the Program Coordinator plans, organizes, manages, evaluates and participates in projects; plans and monitors performance against program goals and objectives and ensures program results; interacts with internal and external program or project stakeholders to build program support. The requested position is a non-technical project support staff member for the filtration project. The bureau will be the lead of all the efforts required to meet treatment requirements. This position will support the Principal Engineer and other team members in keeping the project organized and on schedule; this is essential throughout the life of the project.

A Program Coordinator is responsible for planning, implementing and evaluating programs, generally with visibility and impact limited to the mission and work of a bureau division. An incumbent is responsible for attaining program and project results and for leading and participating in efforts to build program support with internal and/or external program stakeholders. Work requires strong analytical and communications skills and program/project management capabilities.

- Researches, develops, recommends and implements filtration project plans to meet overall goals established by the bureau; develops and recommends associated project policies and operating and administrative procedures; identifies and recommends solutions to project resource needs and requirements; develops an annual work program and calendar; plans, organizes, implements and evaluates work activities to meet established project goals and objectives; analyzes alternative methods or processes to meet project and service delivery goals, including conducting cost benefit and resource requirement analyses; ensures project compliance with all applicable City and outside agency requirements.
- When serving as filtration project leader: defines project scope and boundaries; performs critical path analyses and sets project priorities; develops project task lists and time estimates; performs cost benefit analyses; establishes project metrics; oversees and coordinates completion of project tasks to meet time, quality and cost expectations; meets with customers to review project status and resolve development/implementation issues.
- Identifies public and private resources to support filtration project objectives; develops proposal and funding applications; drafts requests for proposal, including defining scope of work; participates in evaluating bidder proposals and recommending selection of the successful contractor; drafts required ordinances and other related reports; administers contracts for services and monitors work to ensure contract requirements are met.
- Maintains filtration project data and evaluates effectiveness; monitors conformance with project budget and other City/grantor requirements; gathers and tracks data on associated City costs for program activities; develops narrative and statistical program performance reports and recommendations.
- Coordinates filtration project services and activities with other bureaus and City offices; develops program partnerships, where applicable, with external agencies and organizations; facilitates development of agreements for multi-agency efforts.
- Serves as a technical resource for filtration project information; may supervise or lead other staff assigned to the project; provides training and technical assistance to City and other agency

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

staff; provides interpretations of project policies and associated regulations; represents the bureau in meetings with outside agencies regarding project issues.

Class #30000451- Management Analyst, 124,050

Under general supervision, the Management Analyst performs responsible administrative, financial, statistical and other management analyses in support of City and bureau activities, functions and programs. This position request is to add another position to the Contract Administration Branch (CAB). The filtration project will need full-time support from CAB due to the increased number of estimated procurements. This position will be coordinating the RFP process, assisting with monitoring the contracts, tracking contract expenditures and approving contract invoices for payment. Further, there will be an increase in the amount of reporting and invoicing required over the course of the project. This position will enable CAB to continue to support the rest of the organization as well as the Filtration project.

Management Analysts independently perform responsible analytical work in support of the filtration project goals and objectives. Assigned projects may include statistical analysis, policy and procedure development, budget development, legislative analysis or other areas specific to the assignment. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

- Plans, organizes and conducts administrative, management, program and legislative analysis studies relating to the filtration project; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; drafts reports, recommended legislative or policy change documents and presentation materials for management.
- Performs difficult and responsible assignments regarding preparation and management of the filtration project budget; with direction, develops financial plan projections and documents; prepares revenue and expenditure analyses, staffing analyses and budget status and monitoring reports.
- Assists in drafting proposed contracts, including defining scope of work; tracks contract expenditures and approves contract invoices for payment within guidelines and authority limits; researches and resolves contract problems and disputes; receives and reviews contracts for proper documentation to ensure compliance with all City legal requirements and standards and transmits contracts for required City approvals and execution; consults with the City Attorney's office on difficult contractual issues.

Two Class #30000146 – Water Treatment Operator I, \$224,388

Positions in this broad class control and adjust water flow and chemical treatment assets for the City water system, including testing, analyzing and monitoring of water quality and regulatory compliance.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

The Water Treatment Operators will oversee the day to day operations and maintenance of the treatment plants; an integral part of ensuring appropriate treatment to meet the safe drinking water act, handling hazardous chemicals and diverting water to meet clean water act requirements. The two requested positions are needed in the near-term for bench and pilot testing for the Optimization of Corrosion Control and for the filtration facility, while handling the existing duties at Headworks and Lusted Hill. It will take a minimum of three years to train and certify the new operators under the State of Oregon operator certification requirements for time on the job requirements for making operational decisions. Hiring the operators now is necessary to ensure compliance with the Lead and Copper Rule agreement in place with the State and that they can work on the pilot testing for the treatment plant.

- Assists with and collects water samples and analyze for appropriate physical and chemical dosages and feed rates.
- Assists with and monitor waters treatment system through electronic and computerized systems; adjusts water flow and corresponding chemical adjustments; assists with and learns to operate treatment process facilities on assigned shift.
- Assists with and responds to emergency alarms, isolating problem area and taking immediate corrective action to resolve the problem within established federal and state regulations; assists with and tests emergency equipment on established schedule to ensure constant emergency preparedness.
- Assists with and maintains the operational integrity of the water treatment facilities through daily inspection and identification of needed repair and maintenance.
- Assists with and conducts preventive and general maintenance on a variety of small and large equipment and specialized instrumentation such as valves, pumps, chlorine residual analyzers, pH meters, turbidimeters, generators, fuel systems, conduit pipes, and various compressed gas systems.
- Uses computer technology to record water sample data and transmit to other offices, such as water quality and regulatory compliance laboratory.
- Responds to calls to work during emergencies.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

UniDirectional Flushing Program (Priority 2) – includes five full time positions

Two Class #30000338 - Environmental Technician II, \$182,052

Three Class #30000337 - Environmental Technician I, \$236,934

Under general supervision, performs supportive and technical assignments related to UniDirectional Flushing including explaining policies and procedures to members of the public to achieve understanding, cooperation and compliance with codes; conducts environmental surveys, sampling and monitoring; conducts routine data analysis of field surveys; collects and analyzes data and writes technical reports; and performs related duties as assigned.

UDF staff systematically open and close pipe valves, forcing water through the system to scour the insides of pipes and remove sediment, biofilm, debris, and other deposits.

The five positions requested will join with existing staff to provide three, two-person crews to begin flushing the entire system. The three crews are estimated to complete a 10-year flushing cycle for the entire system. This decision package represents the first phase of flushing in preparation for corrosion control optimization.

- Determines, plans and sets up best configuration for each flush including assessing main sizes for best efficiency; establishing and maintaining good working relationships with radio dispatchers; following best management practices for maintaining water quality
- Follows best practices for maintaining water quality in sensitive areas
- Follows best practices for releasing water
- Uses judgment to analyze results of flush and accuracy and reliability of data readings
- Collects data and records in electronic and hand written format.
- Consistently uses specialized equipment
- Responds to customer inquiries /complaints in a timely manner and with courtesy
- Communicates with other City bureaus to convey and comprehend permitting instructions

Workforce Management (Priority 3) – includes three full time positions

Two Class #30000228 - Public Works Inspector, \$232,644

Public Works Inspectors are responsible for enforcing contract stipulations, regulations, specifications, and codes relating to public works construction projects. The Public Works Inspector is a fully qualified journey inspector conducting independent field inspections.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

The two Public Works Inspectors will be tasked with supporting the construction of CIP project improvements to the PWB distribution system. Specifically, they will replace contract public works inspectors.

- Reviews engineering plans, specifications and contract documents related to a wide variety of CIP projects and a variety of infrastructure disciplines; comments and makes recommendations and reports during pre-construction period; informs contractors of requirements.
- Inspects and prepares daily reports on CIP projects, such as pipeline, structure and street construction, for quality of work and material, for proper line, grade, slope, placement, and for adherence to stipulations and specifications, including ensuring contractor, personnel and public safety.
- Inspects and prepares daily reports on methods of construction utilized by contractors. Investigates complaints relative to projects; checks for proper dimensions, quantities, and proper use of materials. Interprets plan requirements such as survey stakes and controls for projects; verifies accuracy and consistency with plans and drawings. Discusses, explains, interprets and relays changes to contractor during construction.
- Inspects and prepares daily reports on the manufacture and construction of pipeline, interpreting specification requirements for contractors; inspects line and grade for pipeline placement of thrust anchors and concrete footings; inspects back-fill and cleanup; inspects structural steel work including welding, sandblasting, and application of protective coatings.
- Inspects and prepares daily reports on the construction of pumping stations, including installation of equipment; checks amount and types of materials and installations used; makes progress reports and recommendations to supervisor for modifications or alterations; inspects underground utility installations for conformity to plans.
- These inspectors work primarily on capital improvement projects that improve the bureau's resilience and reliability as well as meeting the bureau's public health obligations and regulations. Projects include Washington Park Reservoirs, Willamette River Crossing, the Corrosion Control Treatment project, filtration, seismic improvements, and numerous distribution projects.
- Provides final walk-through and measurement of work performed; ensures correctness and creates payment documents; arranges for and monitors testing of materials.

Class #30000485 - Safety & Risk Officer I, \$161,190

Under general supervision, Safety and Risk Officer I plans, organizes, coordinates and participates in a variety of safety training, safety management, risk management and/or loss control programs for a major bureau; takes action to ensure compliance with safety, health and environmental safety regulations and requirements; advises City managers on safe work methods and practices and the elimination of environmental hazards. This position will be assigned to the Operations Group. The Operations group routinely works in high hazard situations that include high voltage electrical, fall hazards, and extreme confined spaces such as elevated tanks. This work is extremely specialized and requires continual training to perform it safely and in compliance with Oregon OSHA workplace safety requirements.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

A Safety and Risk Officer I is responsible for developing and administering a variety of risk management, safety management and/or loss control programs in compliance with federal and state laws and regulations and in a manner consistent with sound human resource management principles for the Operations Group within the Water Bureau. A Safety and Risk Officer I is expected to carry out assigned safety program responsibilities independently, applying professional knowledge and experience to minimize risk and exposure and ensure safe work practices and conditions.

- Plans, develops and administers safety training, occupational health and safety, hazardous materials, and similar programs to ensure compliance with all federal and state laws and regulations for employee occupational health and safety.
- Develops, recommends and implements policies, procedures and programs to comply with regulatory requirements and to reduce incidents of employee accidents and injuries; advises bureau managers and supervisors on work site safety and safe work practices; monitors safety program compliance through review of accident reports, field visits and safety committee reports and suggestions; delivers and coordinates delivery of safety training programs for managers, supervisors and employees; coordinates and conducts bureau safety meetings.
- Implement safety program for Operations group to ensure that safe work practices and training are inherent.
- Conducts special and periodic inspections of bureau facilities and operations to identify safety and environmental hazards; examines alternative risk management or loss control techniques; recommends risk management and mitigation measures and techniques; issues notices of hazards and required abatements; responds to the scene of employee personal injury accidents; prepares required reports on employee accidents and accident trends; coordinates programs and activities with Risk Management.
- Receives and records claims filed against the bureau for property damage, personal injury, vehicle accident or other alleged loss; analyzes the claim; assembles relevant data regarding bureau responsibility and recommends action in adjudicating the claim to Risk Management; monitors processing of claims to resolution.
- Researches, prepares and administers RFPs/RFQs and contracts for risk and safety professional and technical consultants; assists, supports, coordinates and/or advises on physical capacity testing, ADA, returns-to-work, medical restrictions/accommodations and physician contacts.

Asset Management (Priority 4) – includes two full time positions

Class #30000464 - Program Coordinator, \$129,858

Under general supervision, the Program Coordinator plans, organizes, manages, evaluates and participates in the implementation of the RCM program; plans and monitors performance against program goals and objectives and ensures program results; and interacts with internal and external program stakeholders to build support. This position will have the responsibility to analyze failure information and recommend optimized maintenance strategies and assets that are ready for rehabilitation or replacement. The output from this requested position will begin to modify maintenance activities such that work is performed with the most efficient methods.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

A Program Coordinator is responsible for planning, implementing and evaluating a program, generally with visibility and impact limited to the mission and work of the Water Bureau. The RCM Program Manager is responsible for attaining program results and for leading and participating in efforts to build support with internal and/or external program stakeholders. Work requires strong analytical and communications skills and program management capabilities.

- Researches, develops, recommends and implements RCM program plans to meet overall goals established by the Asset Management team; develops and recommends RCM program budgets and rate models, features and metrics; identifies and recommends solutions to RCM program resource needs and requirements; develops an annual work program and calendar; plans, organizes, implements and evaluates activities to meet established goals and objectives; analyzes alternative methods or processes to meet RCM program and service delivery goals, including conducting cost benefit and resource requirement analyses; ensures program compliance with all applicable City and outside agency requirements.
- When serving as RCM program leader: defines scope and boundaries; performs critical path analyses and sets priorities; develops RCM task lists and time estimates; performs cost benefit analyses; establishes metrics; oversees and coordinates completion of tasks to meet time, quality and cost expectations; meets with internal customers to review status and resolve development/implementation issues.
- Maintains RCM program data and evaluates program effectiveness; monitors conformance with program budget and other requirements; gathers and tracks data on associated costs for program activities; develops narrative and statistical program performance reports and recommendations.
- Serves as a technical resource for RCM program information; may supervise or lead other staff assigned to the program; provides training and technical assistance to City and other staff; provides interpretations of program policies and associated regulations; represents the bureau in meetings with outside agencies regarding program issues.

Class #30000451 - Management Analyst, \$136,626

Under general supervision, the Management Analyst assigned to Water Loss performs responsible administrative, financial, statistical and other management analyses in support of the Water Loss program; recommends action and assists in formulating policy and procedure, and in program budget development. The bureau's Engineering Services Planning staff, with contracted services, has been leading the data gathering effort for water loss, and with the finalization of the *Water Audit and Strategic Water Loss Control Plan*, the bureau is poised to begin implementing the recommendations to reduce lost water and revenue. The purpose of this position is to collect and manage water loss data, perform cost/benefit analyses on the recommendations from the Water Audit then develop recommendations for implementation by specific groups to reduce water loss and minimize non-rate revenue losses.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

The Management Analyst will independently perform responsible analytical work in support of the Water Loss program. The program will include statistical analysis, policy and procedure development, budget development, legislative analysis, etc.

- Plans, organizes and conducts administrative, management, program and legislative analysis studies relating to water loss program; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports; develops implementation plans and assists in implementing policies and procedures for water loss; drafts reports, recommended legislative or policy change documents and presentation materials for management.
- Preparation and management of water loss program budget; with direction, develops financial plan projections and documents; prepares revenue and expenditure analyses, staffing analyses and budget status and monitoring reports; develops and presents recommendations; drafts budget request reports and documents; prepares budget adjustment requests.
- Conducts research, analyzes data and drafts policy and procedure documents to address water loss; drafts communications materials required for implementation.
- Drafts a wide variety of materials on water loss, including reports, procedures, manuals, handbooks, newsletters, communications memoranda, briefing packets, proposed Code or ordinance changes and other materials; identifies issues, obtains input and feedback, conducts research and analysis; prepares recommendations, option papers and a variety of other supporting materials.
- Provides technical assistance to bureau or division staff by conducting research and drafting documents and materials for review; develops data collection tools, including surveys and questionnaires; analyzes program and operational data and develops recommendations to improve productivity and effectiveness.
- Compiles materials, researches problems and complaints and responds to requests for information; supervises the preparation of bureau documents and materials for release in response to public records requests.

Communications (Priority 5) – includes one full time position

Class #30000451 - Management Analyst, \$136,626

Under general supervision, the Management Analyst (technical writer) will perform responsible administrative support of City and bureau reporting activities; recommends action and assists in creating and maintaining critical reports, documents, templates, handbooks, etc. The technical writer will assist with ongoing regulatory reporting needs, technical writing requirements within the bureau, CIP, asset management documentation needs, documentation requests from the public and oversight bodies, and a pending document submission deadline for a new WMCP (2020).

The technical writer will support multiple strategic goals for the bureau. Anything requiring documentation, translation of technical information for multiple audiences, or regulatory reporting is supported by the work of this position. It would provide direct support to the bureau's Water Quality,

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

Equity, Resiliency and Customer Service Budget Priorities. In addition, the bureau has new and anticipated demands for support in drafting emergency response templates, employee handbooks, quarterly *Cryptosporidium* regulatory reports, and customer service publications and letter templates to customers.

Management Analysts independently perform work in support of bureau mission, goals and objectives. Assignments are typically received in broad outline form and incumbents are expected to act independently to develop required resources and information.

- Plans, organizes and conducts administrative support relating to technical writing of critical documents; identifies problems and obtains necessary information to maintain accuracy and consistency across documents; prepares reports of study conclusions; drafts reports, recommended legislative or policy change documents and presentation materials for management.
- Performs difficult and responsible assignments regarding preparation and management of bureau or division budget narrative documents; with direction, develops financial plan documents; drafts narrative budget request reports and documents.
- Conducts research, analyzes data and drafts policy and procedure documents to address identified needs and issues; drafts communications materials required for implementation.
- Drafts a wide variety of materials on assigned issues, including reports, procedures, manuals, handbooks, newsletters, communications memoranda, briefing packets, proposed Code or ordinance changes and other materials; identifies issues, obtains input and feedback, conducts research and analysis; prepares recommendations, option papers and a variety of other supporting materials.
- Provides technical assistance to bureau or division staff by conducting research and drafting documents and materials for review; develops data collection tools, including surveys and questionnaires; analyzes program and operational data and develops recommendations to improve productivity and effectiveness.
- Compiles materials, researches problems and complaints and responds to requests for information; supervises the preparation of bureau documents and materials for release in response to public records requests.

Equity Manager (Priority 6) – includes one full time position

Class #30000452 – Sr. Management Analyst, \$139,386

Under general supervision, the Equity Manager (Sr. Management Analyst) performs difficult and responsible administrative, financial, statistical and other management analyses in support of the Racial Equity program. This position will assist with the implementation of the bureau's Racial Equity Plan, promoting equitable policies, practices, and actions to produce equitable access, opportunities, impacts, and outcomes for the community and for Water Bureau employees. Overall, this position will be a resource for the bureau's program and project managers to coordinate the implementation of the plan's action items; analyze metrics; and develop reporting tools, policies and procedures. This position will make recommendations to the bureau leadership team and project and program management staff.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

This position will also coordinate closely with the Office of Equity and Human Rights (OEHR) as well as Equity Managers in other bureaus.

The Senior Management Analyst will perform difficult and responsible analyses and studies on a wide range of management, administrative, equity, financial, facilities and other organization issues in support of the planning and execution of bureau mission, goals and objectives surrounding implementation of the Racial Equity Plan.

- Plans, coordinates, organizes and conducts difficult administrative, management and legislative analysis studies relating to the Racial Equity program; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares and presents reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; drafts reports, recommended legislative or policy change documents and presentation materials for management.
- Leads, participates in and/or assists in bureau strategic analysis and in monitoring progress in executing Racial Equity Plan implementation; convenes and facilitates committees and task forces; performs analytical assignments in conjunction with periodic updating and refinement of strategic objectives and action plans; prepares periodic reports and presentations on progress; drafts associated policy and other documents and materials required for implementation; coordinates and oversees analytic and administrative support for these efforts.
- Develops and manages budget for Racial Equity Program; develops financial plan projections and documents.
- Conducts research, analyzes data and prepares policy and procedure documents to address identified needs and issues; develops communications materials required for implementation.
- Develops, presents and disseminates a wide variety of materials on Racial Equity Plan, including reports, procedures, manuals, handbooks, newsletters, communications memoranda, briefing packets, proposed Code or ordinance changes and other materials; identifies issues, obtains input and feedback, conducts research and analysis; prepares recommendations, option papers and a variety of other supporting materials.

Financial Assistance Expansion (Priority 7) – includes two full time positions

Two Class #30000463 - Program Specialist, \$170,496

Under general supervision, the Program Specialist positions plan, organize, and participate in the Financial Assistance Expansion program and assist in administering the programs; assist and carry out in developing and implementing the program plans, budgets, procedures and supporting program promotional materials. Specifically, the program specialists in the Low-Income Program will update, enhance and implement the bureau's Financial Assistance Expansion program. The program comprises a comprehensive update to our low-income services for a rapidly changing Portland. Our current program includes a Bill Discount, Flexible Bill Pay, Crisis Assistance, Fixture Repair and Replacement, Utility Safety Net Program, and Free Water Conservation Kits.

Portland Water Bureau

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

The Program Specialists will consolidate all low-income services within the bureau and authorize the hire of two program specialists well-versed in working with low-income communities to manage data collection and generate regular analysis; submit policy recommendations as needed; provide customer service tailored to underserved communities and Portlanders in need; and host a biannual workshop and trainings for service providers and other community groups.

The Program Specialists will perform difficult and responsible work in planning, implementing and evaluating the Financial Assistance Expansion program, typically involving no or very limited additional involvement of staff.

- Researches, develops, recommends and implements Financial Assistance Expansion program plans to meet established goals; participates in developing program, budgets, features and metrics; develops and recommends associated program policies and operating and administrative procedures; develops an annual work program and calendar; plans, organizes and implements activities to meet established overall program goals and objectives.
- Maintains and reports on Financial Assistance Expansion program activities and performance results data; monitors conformance with program requirements; assists in tracking program expenditures.
- Coordinates or assists in coordinating Financial Assistance Expansion program activities with other bureau staff and outside agencies; participates in developing program partnerships, where applicable, with external agencies and organizations; assists in development of agreements for multi-agency efforts.
- Plans and conducts Financial Assistance Expansion program outreach and promotional activities for assigned programs; develops information, outreach and educational materials, including brochures, information packets, flyers, guides, handbooks, manuals and other documents; plans and conducts or assists in conducting program and/or events, including planning and carrying out event/activity logistical arrangements; makes presentations to community, neighborhood, business and school groups.
- Provides information and technical assistance to other agencies and organizations; coordinates with other agencies for information sharing and community education; responds to requests for information regarding Financial Assistance Expansion program activities or requirements; represents the bureau in meetings with outside agencies regarding program issues.
- Performs research and analysis of issues applicable to Financial Assistance Expansion program; organizes, summarizes and presents information on program trends and development/implementation issues; develops and maintains databases for tracking various aspects of assigned programs; prepares required statistical reports; may maintain a library of program information for staff use.
- Coordinates centralized information, referral and assistance services applicable to Financial Assistance Expansion program