



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

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To: Board of Finance

From: Susan Leonard, Human Resources Director

Date: March 19, 2012

Re: Reclassification of Supervisor of Metering Services Position Burlington Electric Department

This position was reclassified at the request of the General Manager of Burlington Electric. The changes in the job description warranting the reclassification include new technical functions related to smart grid customer systems, including new responsibilities for using, understanding, applying, and interpreting proprietary software. Copies of the new and old job descriptions are attached.

The position was classified using a Modified Winters Exempt Classification Plan and Scale (copy of scoring is attached). The classification resulted in the position being increased one level, from a 5 (five) to a 6 (six). At the Direction of the General Manager of Burlington Electric, and due to the merit based compensation system, this change in classification will result in the incumbent being compensated at 100 (one hundred) percent of the new level, or \$39.0346 per hour. In this particular case the incumbent will receive approximately a 3 (three) percent increase and it will cost approximately \$1125.00 for Fiscal Year 2012.

The organizational chart is not affected by this change.

This request for reclassification shall be effective following City Council approval.

Thank you for your consideration.

MEMORANDUM

To: Susan Leonard
Scott Schrader
From: Barbara L. Grimes
Date: March 19, 2012
RE: Reclassification of Supervisor of Metering

This memo is in support of the reclassification of the Supervisor of Metering position. With the upgrades in our system relying on more advanced technology and changing the way the position operated, the job description was updated. It then when through the review process that moved the position up a grade level. Revenues within the Distribution budget will cover the increase in this budget and will be budgeted in the FY 13 budget.

- Design, plan and implement metering system applications.
- Provide a safe working environment for metering services personnel and ensure that all accident prevention rules, standards and work methods are enforced.
- Assist the distribution area during system outages.
- Conduct timely performance reviews and develop training opportunities for metering services personnel.
- Coordinate metering services projects with other groups at BED.
- Prepare and present annual operating budgets for the metering services group.
- Oversee the development, maintenance and implementation of metering standards.
- Oversee metering service projects to ensure they are adequately managed in terms of labor, materials and schedules.
- Utilize field deployment software to prepare detailed metering services work orders.
- Utilize field deployment software to close out metering and service work orders after conducting a final inspection.
- Ensure that employees reporting to him/her follow and adhere to the Collective Bargaining agreement and/or Personnel Manual.
- Oversee and participate in the training and hiring of metering services personnel.
- Prepare cost estimates for metering services projects.
- Purchase metering services tools and equipment.
- Develop meter specifications for various customer applications.
- Investigate and resolve customer complaints pertaining to metering services functions.
- Conduct accident investigations pertaining to the metering services area.
- Maintain appropriate supply levels to ensure that work can be preformed as scheduled.
- Ensure that employees follow all applicable safety rules and regulations in accordance with all department, local, state and federal guidelines.
- Closely interface with BED's ROW/Line Extension Coordinator.
- Oversee the investigation, testing and final reports of various metering irregularities.
- Oversee the implementation of "Alternative Revenue Resource Planning" in regards to the metering services area.
- Facilitate metering personnel in all phases of their metering responsibilities.

Non-Essential Functions:

- Perform other duties as required.

Qualifications/Basic Job Requirements:

- Associate's degree in electrical engineering and five-year experience in metering applications or a related electric utility discipline such as, distribution/transmission engineering, distribution system management, or electronic supervisory control systems.
- Ability to obtain and maintain a valid Vermont State Driver's License within three months of date of hire.
- Master Electrician license preferred.
- Knowledge of Advanced Meter Infrastructure systems, security, and communications protocols preferred

- Working knowledge of Windows PC desktop applications including spreadsheet and word processing required.
- Working knowledge of National Electric Safety Code, National Electric Code, VOSHA Standards, EMH, and metering standards is required.
- Ability to communicate clearly and effectively orally and in writing.
- Ability to obtain and maintain CPR and First Aid certification within three months from the date of hire.
- Ability to work in a team environment.
- Ability to work in confined spaces.
- Ability to work in and around energized, high voltage equipment, in accordance with all applicable safety requirements.
- Ability to lead and supervise staff, and carry out performance reviews in a constructive and growth oriented manner.
- Must wear proper safety equipment, including, but not limited to; high voltage rubber gloves, safety glasses, hard hats, hearing protection devices, and safety harnesses.

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.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> within	<input type="checkbox"/> lifting (specify) 50lbs
<input checked="" type="checkbox"/> color perception (red,	<input type="checkbox"/> and between	<input type="checkbox"/> carrying (specify) 50lbs
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<input checked="" type="checkbox"/> face-to-face contact		
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Supervision:

Directly Supervises: 9

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: Barbara L Grims

Date: 3/14/2012

Human Resources: _____

Date: _____

Revised 3/2012

City of Burlington Job Description

Position Title: Supervisor of Metering Services
Department: Burlington Electric Department
Reports to: Manager of Operations
Pay Grade: A6 **Job Code:** 902
Exempt/Non-Exempt: Exempt **Union:** N/A

General Purpose:

This position is responsible for providing high quality leadership, motivation and directions to the employees of the Metering Services group. This position is also responsible for playing a key role in establishing and implementing strategies, plans and policies in the Metering Services area.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Supervise, schedule and direct the activities of the Metering Services area.
- Oversee the installation, maintenance and repair of complex metering applications.
- Plan, install, troubleshoot, and manage BED's Advanced Meter Infrastructure (AMI) communication proprietary software and radio mesh network from the collection router to the meters
- Manage meter installed communications equipment for Home Area Network deployment (such as zigbee protocol communications boards)
- Ensure that all work conforms to BED construction standards, NESC and NEC codes, and applicable OSHA standards, BED safety rules and project specifications.
- Ensure that proper cyber security encryption is utilized for all AMI communications between collection routers and meters via the use of complex computer software
- Oversee the bi-directional exchange of meter data between the Finance and Accounting Office, Power Resources Group, Customer Service Center and the Metering Services Area
- Produce and distribute a variety of reports on work performed including, but not limited to metering system upgrades, street and lease light installation and repair, management monthly reports, meter exchange program, new and existing electrical service installation and upgrades, etc.
- Supervise and schedule personnel responsible for reading, installing, testing, maintaining and repairing electric meters, delinquent accounts, lease lights, streetlights, and secondary services.
- Oversee the meter exchange program; including insuring that customer AMI opt-out decisions are correctly translated to meter installations.

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Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

Revised 12/2005

Revised 2/2012

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**BURLINGTON ELECTRIC DEPARTMENT
DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS**

Exempt Position Classification Form

Position Title: Supervisor of Metering Services
 Supervisor/Manager: Charlie Willette - Manager of Operations
 Person(s) Performing Classification: Daryl Santene & Ben Paig
 Date of Classification: February 28, 2012
 Reason For Classification: Revision to Existing Position Smart Grid Protocols
 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	2C	2C		90
2. Latitude & Position Impact	2B	3	80	100
3. Supervision & Leadership	3C	3B	75	100
4. Complexity/Innovation	C2	B2	50	250
5. Working Conditions	2	2		50
Total Points				540
Classification Level				6

Internal Equity Review:

YES NO

- Are there positions in BED with similar responsibilities and qualifications as this one?
- If yes, what are the positions (you need to list only one or two)? Supervisor of Customer Service
- Do the total points and classification for this position equal the classification for the positions listed above?
- 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.
- 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: Charlie Willette
 General Manager: Barbara J. Sims
 Human Resources: [Signature]

RECEIVED
 MAR 15 2012
 Date: 3-7-12
 Date: 3/12/12
 Date: 3/16/12

HUMAN RESOURCES