



GROUP MANAGER, SYSTEMS ENGINEERING

FC: EF080
PB: 12

PC: 960
BU: 95
June 2002

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Plans, directs, manages and oversees the activities and operations of the District's systems engineering group including configuration control, communications engineering, computer systems engineering and train control engineering; oversees and manages outside consultant contract projects; coordinates assigned activities with other departments and outside agencies; provides highly responsible, complex administrative and technical support to the Chief Engineer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single class manages, through subordinate division managers, all activities throughout the District related to systems engineering, whether by in-house or contract staff. This includes configuration control, communications engineering, computer systems engineering and train control engineering. The incumbent also manages major special engineering projects throughout the District. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Chief Engineer, in that the latter has overall responsibility for directing all District engineering functions.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for all assigned Systems Engineering Divisions including configuration control, communications engineering, computer systems engineering and train control engineering.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned engineering division.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

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4. Plans, directs and coordinates, through subordinate level staff, the Systems Engineering Group's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Provides strategic direction in the research, analysis, development and implementation of new technology in assigned program areas including voice and data communications, computer systems and train control systems engineering.
7. Oversees the administration of special systems engineering projects and major contract design and development projects; oversees and directs the work of consultant and contracted staff.
8. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Represents the Systems Engineering Group to representatives of manufacturers, vendors, governmental agencies and professional and business organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides responsible staff assistance to the Chief Engineer; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of systems development and engineering communications and electronics.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive systems engineering and design including communications, computer and train control systems engineering.

Principles and practices of communications, electronics, computer and train control systems design.

Principles and practices of project and contract management.

Principles and practices of policy development and administration.

Principles and practices of budget preparation and administration.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Related Federal, State and local laws, codes and regulations.

Skill in:

Managing a comprehensive communications, computer and train control systems engineering and design program.

Developing and administering departmental goals, objectives and procedures.

Analyzing and assessing policies and operational needs and making appropriate adjustments.

Identifying and responding to sensitive community and organizational issues, concerns and needs.

Delegating authority and responsibility.

Selecting, supervising, training and evaluating staff.

Preparing clear and concise administrative and financial reports.

Preparing and administering large and complex budgets.

Interpreting and applying applicable Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in electronics, computer science or a related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable communications and computer systems design and development experience which must have included at least three (3) years of management and administrative experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 01

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