



## CONTROLS ANALYST

Job Status: Non-Exempt  
Date Adopted:  
Date Modified: 03-16-2023

Safety Sensitive Position

*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.*

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### DEFINITION

Under general supervision, performs highly-skilled work in the areas of process automation control systems and process information networks; plans, designs, programs, installs, and maintains Programmable Logic Controllers (PLC), Distributive Systems (DCS); Supervisory Control and Data Acquisition systems (SCADA), human-machine interfaces (HMI) and related automation and control systems; implementation, and modification of central control systems, water treatment plant process control systems, RF and fiber-optic based communication systems, and field telemetry communications systems; acts as a project leader, coordinating, overseeing and inspecting the work of professional and technical staff; performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A Control Systems Analyst installs, repairs, and maintains the reliability of network infrastructures and operating systems on multiple platforms for the District's PLC, SCADA, DCS, and Plant Information local area and wide area networks (LAN/WAN) to facilitate the automated operation of the District's water treatment plants, wells, boosters, control valves, and other water production and distribution systems. Incumbents assist and train the District's end users to use process automation systems and information networks effectively to accomplish District's and departmental goals.

### SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from Operations Supervisor (Automation & Controls) and/or Operations Manager (Production)

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Installs, repairs, and maintains the reliability of network infrastructures and operating systems on multiple platforms for the District's PLC, SCADA, DCS, and Plant Information local area and wide area networks (LAN/WAN); coordinates and participates in maintaining and enhancing process automation and network functionality; installs, upgrades, configures, integrates and maintains process automation and process information networks; installs, configures and supports network devices including PLC's, I/O networks, HMI's, workstations, printers, hubs, and routers; configures and installs network cards; installs and configures applications to network systems.
2. Engineers, plans, coordinates, develops, implements, and maintains aspects of the District's SCADA systems, sub-systems, and related functions.

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### ***Essential Functions (continued):***

3. Provides technical guidance and participates in developing, implementing, and maintaining the District's radio communications, process control, supervisory control, and telemetry systems.
4. Diagnoses control and network hardware malfunctions; performs maintenance and repair; coordinates repair of equipment under warranty with users and outside service repair technicians; replaces components and parts and changes out equipment when necessary to ensure the timely and accurate completion of preventive maintenance activities.
5. Design, develop, and write programs for new automation and enhancements to existing PLCs, computers, configurations, and applications to facilitate operational requirements of the District's water treatment, production, and distribution systems.
6. Ensures the timely and accurate completion of preventive maintenance activities.
7. Develops, evaluates, tests, installs, troubleshoots, and modifies central control operator interface graphics, ladder logic, control, communication databases, application programs, and system support scripts.
8. Performs various difficult and complex tasks in diagnosing, calibrating, and installing; troubleshooting trunked radio systems, fiber-optic telecommunication system equipment, telemetry-based controllers, PLCs, and related systems, equipment, and facilities, utilizing sophisticated electronic test and measurement instrumentation.
9. Reviews, modifies, and reports on District specifications and design documents for new and existing District facilities related to process control schemes, instrumentation, communication, and SCADA, checking for compliance with District and industry standards.
10. Designs and develops requirements, including researching data and preparing plan specifications and estimates for the purchase, installation, modification, and testing of SCADA systems for District offsite facilities.
11. Performs programming using a variety of programming tools.
12. Performs and instructs others in supporting, preventive maintenance and repairing control systems, electronic and computer systems, components, devices, and equipment.
13. Designs, modifies, tests, and implements software-based control and instrumentation logic.
14. Designs, installs, modifies, and supports systems required for the transportation of electronic signals across a wide geographic area, primarily via radio frequency.
15. Prepares design specifications and material lists for telemetry, central and process control, and telecommunications equipment and systems; reviews manufacturers' and contractors' submittals for conformance with design specifications.

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### **Essential Functions (continued):**

16. System operation, including standby emergency response duties for after-hours distribution system operational emergencies, operating pumps and related flow and pressure control and storage facilities manually or by using a system control and data acquisition (SCADA) system, maintaining and/or adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum pressure requirements, determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.
17. Calculates and adjusts chemical solution concentration and dosages. Design, implement, and validate chemical mixing, batching, and feed systems. Operation, installation, and calibration of online analyzers and instrumentation.
18. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
19. Regular attendance at the work site.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

Programmable Logic Controller (PLC) programming.  
Human Machine Interface (HMI) software configuration.  
Software, mechanical, and electrical maintenance principles, and practices.  
Principles and procedures of record keeping.  
Advanced mathematical principles.  
District control system equipment.

### **Skill in:**

Operating a personal computer and related software.

### **Ability to:**

Analyze complex maintenance problems and recommend solutions.  
Exercise independent judgment and initiative within established guidelines.  
Orient and train employees.  
Direct and guide the work of others.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.  
Work with other District departments/divisions to reach a common goal.

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### REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

<b>Job Title</b>	<b>Controls Analyst</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Two (2) years of progressive experience in the design, developing process control, implementation of process automation, control, and telemetry systems, or an equivalent combination of training and experience.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Equivalent to a High School Diploma and completion of either a formal course of instruction at an accredited college or university, State or Federal sponsored Electrical Apprenticeship Program, Certificate of Completion of a Trade School in the areas of electronics, electrical engineering, computer science, or closely related field, proof of completion of a military service electrical program.</li></ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"><li>• Possession of, or ability to obtain within one (1) year of appointment, a valid T2.</li><li>• Possession of, or ability to obtain within one (1) year of appointment, a valid D2.</li><li>• Possession of the CWEA, Electrical &amp; Instrumentation Technologist Certification, Grade 2, or equivalent.</li></ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"><li>• Valid D3.</li><li>• Valid T3.</li><li>• CWEA, Electrical &amp; Instrumentation Technologist Certification, Grade 3.</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

#### Environment:

Incumbent frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery, uneven surfaces. Frequent exposure to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work the environment is frequently loud. The employee works under both office and field conditions.

#### Physical:

While performing the duties of this job, the employee is regularly required to use hands to finger, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand, talk or hear; walk or sit; stoop, kneel, crouch, or crawl. The employee must regularly lift and or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Performing the duties of this class, the incumbent is regularly to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadline; and interact with officials and the public.

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### **Mental:**

While performing the duties of this class, an employee uses written and oral communication skills, reads and interprets data, information, and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, consistent interruptions, and multiple concurrent tasks, responds to emergencies; and interacts with other encountered in the course of work.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

### **Hearing:**

Hear in the normal audio range with or without correction.