If you are interested in any of these opportunities and feel that you meet the minimum qualifications, call the Contact person no later than the date shown. Remember, the appointing authority is not obligated to interview everyone on the transfer list and may choose not to select from the transfer list at all.

Generally, to be eligible for transfer, you must:
1. Meet the minimum qualifications for the classification.
2. Be in a class for which E step is paid the same as or more than E step of the class to which a transfer is desired.
3. Have satisfactory performance in your current position.

The requirements for a transfer are found in Personnel Manual Index Code E-7.

ADMINISTRATIVE AIDE II
MONTHLY SALARY: $4150 - $5000

FIRST DATE TO APPLY: September 16, 2022 LAST DATE TO APPLY: September 23, 2022

LOCATION: Public Utilities Department, MOC II, 9192 Topaz Way, San Diego, CA 92123

VACANCY INFO: The Public Utilities Department (PUD), Employee Services & Quality Assurance Division, currently has one permanent, full-time Administrative Aide II vacancy in the Wireless and Site Services Section. Although there is one vacancy at this time, this process may be used to fill future full-time Administrative Aide II positions for approximately six months following interviews. Work hours are between the hours of 7:00 a.m. – 5:00 p.m., Monday through Friday, with an option for an alternate Regular Day Off (RDO) schedule. The selected candidate may be required to furnish their own vehicle for which mileage will be reimbursed. A California Class C Driver’s License will be required at the time of interview.

DUTIES: The Wireless & Site Services Administrative Aide II position will work under the direction of the Recycling Program Manager, Duties for this position may include the following: perform administrative functions in support of the City of San Diego Wireless Communications Facility Agreements and processing of preliminary review applications for placement and design of wireless communications facilities on PUD property; coordinate PUD Sites Services with other City Departments, such as with the Department of Real Estate Assets and Airport Management, General Services, and Public Works; oversee the administrative functions of the Section; provide Section budget and contract administrative support and assist with the preparation of subprofessional budget items; perform operational tasks in coordination with the Purchasing and Contracting Department, Building Services/Maintenance staff, and outside vendors (i.e., conducts site walks and documents site conditions at various PUD facility locations in the field); coordinate with various PUD Divisions and other Department stakeholders, to conduct Telecommunications Service Provider (TSP) project reviews, organize/document data, and provide responses related to Consent Applications, distribution of Proposed Drawings, and Development Services Department Permitting Submittals; track various project-related activities and maintains list of open "Action Items" to monitor progress and ensure deadlines are met; schedule various meetings in support of procurement processes (i.e., Requests for Information/Quotes/Proposals and Prevailing Wage Meetings) using MS Teams, Office 365, and Outlook software apps; create Organizational Charts, Process Flow Diagrams and Maps in Visio Pro, Adobe Acrobat DC, and/or other Microsoft Office software applications (i.e., MS Word and Power Point); assist developing, updating, and maintaining databases and/or spreadsheets using Microsoft Excel and SAP report extracts to include, Task Orders, and all related Council Actions; initiate draft correspondence and prepares Meeting Minutes, Memos, Letters, and various Reports and Presentations; maintain TSP Project Information / Prepares Project Contact Lists, Historical Documents and Group Distribution Email/SharePoint Lists; utilize SAP to perform queries for monitoring budget and prepare labor detail reports, perform analysis, and status reporting of procurement activities (e.g. purchase requisitions, purchase orders, budget actuals, encumbrances, invoicing, and budget data); compile reports and perform analysis activities in support of
procurement requests/certification, and various emerging project related activities; enter Purchase Requisitions in ARIBA, process Goods Receipts for payment, and perform data entry activities in ARIBA/SAP system, on behalf of the ESQA Division.

QUALIFICATIONS:

CONTACT: To be considered for this position, please submit a one-page letter of interest and resume to Jane Arnold, Recycling Program Manager, at jarnold@sandiego.gov, by 5:00pm, September 23, 2022. The letter of interest and resume will be reviewed and those most closely meeting the job duties described above will be invited to interview. Please keep in mind that participating in this transfer process does not guarantee that a transfer will be granted.