



Encina Wastewater Authority
invites your interest in the position of

Information Systems Analyst



\$112,702 - \$146,512
Annually

THE ORGANIZATION

Founded in 1961, Encina Wastewater Authority (EWA) is a public agency and recognized environmental leader located in beautiful Carlsbad, California. We provide reliable and fiscally responsible wastewater treatment services to more than 380,000 residents and regulate approximately 650 businesses in our 125-square-mile service area. Six public agencies own EWA through a Joint Powers Agreement that facilitates cost sharing and enables economies of scale that the individual member agencies could not achieve independently. These member agencies are the City of Carlsbad, the City of Vista, the City of Encinitas, the Vallecitos Water District, the Buena Sanitation District, and the Leucadia Wastewater District.

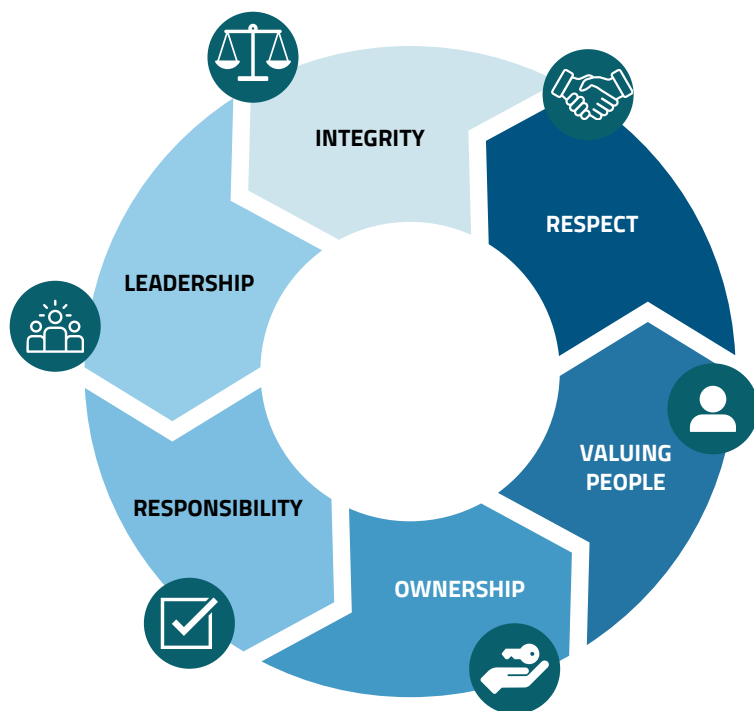


THE POSITION AND IDEAL CANDIDATE

The Information Systems Analyst is an at-will, non-exempt position that works under the administrative direction of the Information Systems Manager to carry out the effective provisioning, installation, configuration, operation and maintenance of systems hardware, software, and related infrastructure in alignment with agency wide goals and objectives.

In addition to the minimum qualifications listed, EWA's ideal candidate will be a self-motivated information technology professional with the desire to foster innovation, increase efficiencies and build new capabilities, and contribute to an already high-performing team. The Information Systems Analyst should be a technical resource for the organization with a broad knowledge base in the areas of network administration, network design and architecture, project management, hardware troubleshooting, security management, database administration, and computer application subsystems support. Familiarity with Azure, O365, Sharepoint, and SCADA systems is highly desirable.

Attributes to be a successful candidate include integrity, good judgment, dependability, problem-solving skills, resourcefulness, strong communication and collaboration skills, and the ability to easily shift priorities as new situations arise.



WE STRIVE TO BE AN EMPLOYER OF CHOICE

We are committed to excellence, and our employees demonstrate this by delivering high standards of performance.

“Together, we are a model of excellence and innovation” isn’t just a tagline at EWA—it’s the commitment we’ve made to each other and to the communities we serve. We strive to honor these behavioral values to ensure a positive, collaborative, and supportive work environment for all employees.

WE ALSO OFFER EXCELLENT BENEFITS

SALARY INCREASES

All classifications will receive a 5% salary adjustment in fiscal years 2024-25 and 2025-26. Employees may also be eligible for annual merit increases up to 5%.

RETIREMENT

EWA participates in the California Public Employees' Retirement System (CalPERS). Classic PERS members have a 2.7% @ 55 formula. New CalPERS Members participate in the 2% @ 62 formula. EWA participates in Medicare but does not participate in Social Security.

HEALTH BENEFITS

EWA participates in PERS Health and maintains an IRS Section 125-compliant Cafeteria Plan. For calendar year 2024, employees receive 90% of the sum of the average cost of premiums for all medical plans offered by EWA. This average is calculated for each dependent category. Opt-out payments are also an option.

DEFERRED COMPENSATION

EWA offers an optional 457 deferred compensation plan. EWA will match contributions up to 4% of the employee's annual base salary, up to the Social Security annual salary contribution maximum.

LEAVE BENEFITS

Vacation is accrued in accordance with tenure ranging from 80 hours per year to 160 hours per year. EWA also provides 10 fixed holidays plus 2 Benefit Days (16 hours) per fiscal year. This position will be eligible to purchase up to 40 hours of administrative leave each calendar year. Employees accrue 96 hours of sick leave per year.

WORK SCHEDULE

This position is eligible to work a flexible 4/10 work schedule.

LIFE INSURANCE

EWA provides a life insurance policy in the amount equal to 1 times an employee's annual salary up to a maximum of \$500,000.

TUITION REIMBURSEMENT

EWA will provide tuition reimbursement up to \$4000 per fiscal year for approved courses.



QUALIFICATIONS

The following are minimum qualifications required for the Information Systems Analyst:

Experience: Two years of progressively responsible experience in the maintenance and operation functions associated with Information Technology systems or a closely related field.

Experience with Windows administration (client/server), Azure, Microsoft O65, SharePoint, Microsoft Teams, Cisco certification, cybersecurity, Tyler Enterprise ERP, and VMWare is highly preferred.

Education: An associate's degree in Information Systems or equivalent experience (minimum of 2 years) in computer engineering, electrical engineering, or a closely related field of study from an accredited college or university.

Certifications: Certification as a Microsoft Certified Systems Engineer (MSCE) or similar computer certification is desired but not required.

HOW TO APPLY

This position is open until filled.

The first review of applications will take place on or around the week of **January 15**.

To be considered a candidate for this position, please complete and return the application that is available at www.encinajpa.com, along with any other materials you would like us to consider such as a cover letter and/or resume. Resumes without applications will not be considered.

Submit all materials to jobs@encinajpa.com.

