

OPEN POSITION ANNOUNCEMENT

# IT Systems Analyst

Open until filled. Posted January 26, 2026.

*San Diego County, hybrid work schedule set by San Diego Community Power*

## About the Role

San Diego Community Power is seeking an experienced IT Systems Analyst to join our growing team of technology experts who are building a world class IT & Data Analytics organization. A key priority of this role will be to assist in providing systems support for Community Power's IT and data systems and support end-users. This role will be responsible for implementing and deploying IT infrastructure and computing systems to allow Community Power staff to utilize and implement IT systems. This role will assist the Information Systems Manager in ensuring that Community Power is using up-to-date technology, and all systems work as expected and efficiently.

This position will report to the Information Systems Manager.

## About San Diego Community Power

San Diego Community Power is a community-driven public agency providing clean energy to nearly 1 million customer accounts across the San Diego region. Formed in 2019, Community Power purchases energy from renewable sources, which SDG&E delivers through its power lines. As a not-for-profit, any revenues beyond operating costs are reinvested in our local communities.

## Commitment to Diversity

Community Power is an Equal Employment Opportunity (EEO) and American Disabilities Act (ADA) employer. Community Power values diversity and is committed to fostering an inclusive environment for all employees. We strive to hire employees reflective of the diverse communities that we serve. We provide equal employment opportunities to all applicants and prohibit discrimination and harassment of any kind, regardless of race, color, national origin, sex, gender identity or expression, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by federal, state or local laws.

## Primary Duties & Responsibilities

- Assist in the implementation and deployment of IT infrastructure, systems support, network security systems, and desktop configurations.
- Assist in maintaining essential IT infrastructure operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware.
- Assist with projects and solutions development within the larger business initiative.
- Assist in managing business-critical IT tasks and support end users.
- Assist with supporting and testing change management processes for end users' computers and account profiles.
- Assist with tracking and maintaining hardware and software inventory.
- Work with external service providers to ensure services are available for Community Power users.
- Assist in website and web portal IT administration changes.
- Help analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs.
- Assist in root cause analysis and troubleshooting of hardware and software issues related to internal IT.
- Assist in implementing broader IT strategies and IT policies, and best practices.
- Assist in creating and running workshops and training programs for staff.
- Assist in developing and managing the intranet website and content.
- Support and assist with audio/video equipment set up and run recordings of off-site meetings outside of normal business hours.
- Monitor and track IT service desk requests from end-users following SLA standards.
- Other duties may be assigned as needed.

### Potential Responsibilities may include:

- Develop, customize, and automate workflows, business rules, and process flows.
- Create and maintain dashboards, views, and reports.
- Ensure seamless data management, including data imports, exports, and integration with other systems.
- Integrate and manage third-party applications and connectors to extend its functionality.
- Monitor system performance, troubleshoot, and coordinate with support and vendors as needed.

*This job description may not be inclusive of all assigned duties, responsibilities or aspects of the job described and may be amended at the discretion of Community Power as needed.*

# Skills & Qualifications

## Required Skills & Qualifications

- Advanced working knowledge and experience working with IT infrastructure, email exchange servers, networking, firewall, VoIP, audio & video conference room setup, and SharePoint administration.
- Demonstrated experience in Microsoft 365 and/or AWS cloud environments.
- Knowledge of IT and data systems engineering, architecture, and design.
- Experience performing root cause analysis on internal and external data and processes to answer specific business questions and identify opportunities for improvement.
- Experience assisting in the implementation of large IT projects and rolling out IT infrastructures across various technologies, along with IT best practices.
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems.
- Strong critical thinking and analytical skills.
- Excellent project management skills and strong ability to prioritize.
- Experience supporting IT infrastructure and end-user operations.
- Experience supporting and working with cross-functional teams in a dynamic environment.

## Preferred Skills & Qualifications

- Experience in the energy sector and/or supporting the implementation of programs funded by California state agencies (e.g., California Public Utilities Commission, California Energy Commission, California Air Resources Board).
- Ability to strongly represent the organization in various professional engagement settings from local to national convenings (conferences, workshops, executive meetings, etc.).
- CompTIA Security+, or (ISC)2 Certified in Cybersecurity (CC) is desirable.

## Education & Experience

Any combination of education and experience that would provide the above skills and qualifications is acceptable. Typical methods of obtaining the required qualifications include:

- Education and experience equivalent to a bachelor's degree from an accredited college or university in Computer Science, Information Systems, Computer Systems, or any other related quantitative field. Preferably a graduate degree in Computer Science, Information Systems, computer systems, or a similar field.
- Minimum of three (3) to five (5) years of professional experience in a Systems Administration/Analyst role, preferably in the energy industry. Microsoft Azure or M365 certification preferred.

The candidate should also have the following:

- Experience with the Microsoft suite of software – Exchange Server, Microsoft 365, Teams, SharePoint, and OneDrive.
- Experience supporting Azure, AWS, and Google Cloud services.
- Experience with networking, firewalls, and VoIP.
- Experience with WordPress administration.
- Experience with Agile methodologies.
- Experience with Atlassian product suite, monday.com, and service desk implementation.
- Experience with Microsoft Dynamics 365.

- Experience with Microsoft Power BI and Power Automate.

## Work Environment & Condition

Prolonged periods sitting at a desk and working on a computer is required. The occasional carrying, lifting and/or moving objects up to 25 pounds is required. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds and Local travel required. Reliable transportation is required to be able to attend Community Power events, meetings, and workshops as needed is expected. This position is expected to attend and travel to three (3) meetings a month, including Board Meetings, CAC, and other off-site meetings as needed.

Community Power employees work in the office and in the communities we serve. Community Power works to ensure a safe and healthy workplace for its employees and members of the community. Employees are required to be fully vaccinated for COVID-19.

Community Power is a public agency required to adopt and promulgate a Conflict of Interest (COI) Code. The COI Code requires employees in designated positions (including those identified under the interim disclosure process) to file a Statement of Economic Interests (Form 700) on an annual basis. A candidate accepting this position may be required to file COI forms subject to the regulations of the Fair Political Practices Commission.

## Compensation

### Salary Range

The position's salary range is \$84,900 - \$110,400 with exact compensation to be determined by Community Power, depending on the candidate's experience.

### Benefits

Standard benefits package include, but are not limited to:

**Insurance:** Community Power offers group health benefits, including medical, vision and dental insurance for eligible full-time employees. Community Power pays 100% of group health benefits, including medical, vision and dental insurance premiums for employees and dependents. Community Power also pays for a \$100,000 life and accidental death and dismemberment policy, short-term disability and long-term disability.

**Retirement:** Community Power offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's Money Purchase Plan.

**Paid Time Off:** Community Power offers 11 holidays per year, plus a paid winter holiday (between December 24 and December 31); 160 hours of accrued paid time off (increases with time in service); and 96 hours per year of accrued paid sick leave.

## How to Apply

Applicants must submit their resume, cover letter and references through Community Power's recruiting platform, Greenhouse. Applicants can access the platform at [Job-Boards.Greenhouse.io/SanDiegoCommunityPower](https://Job-Boards.Greenhouse.io/SanDiegoCommunityPower) or by clicking "View Open Positions" on Community Power's "Careers" webpage: [SDCommunityPower.org/Careers](https://SDCommunityPower.org/Careers).