

## CITY OF ROSEVILLE

### ELECTRIC BUSINESS ANALYST I ELECTRIC BUSINESS ANALYST II

#### DEFINITION

To perform complex professional analytical work in support of a variety of Electric Department projects and programs, in support of internal and external programs; to conduct a variety of financial and statistical analysis including rate modeling and development, power supply forecasting, customer program research, power supply settlements and budgeting; and to participate in the conduct of special studies in support of department business.

#### DISTINGUISHING CHARACTERISTICS

Electric Business Analyst I - This is the entry level class in the Electric Business Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Electric Business Analyst II - This is the journey level class in the Electric Business Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

#### SUPERVISION RECEIVED AND EXERCISED

##### Electric Business Analyst I

Receives general supervision from assigned supervisor.

##### Electric Business Analyst II

Receives direction from assigned supervisor.

May exercise direct supervision over technical and administrative staff and Assistant/Associate Electric Analysts

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform cost of service analyses and rate design; develop and analyze retail rate options and provide support for rate case adjustments.

Assist in the preparation, development, and administration of department or division operating, multi-year and/or capital improvement budgets; prepare revenue projections, conduct fee analyses and recommend strategies to meet budgetary needs.

Forecast revenues and rate increases and analyze current and projected retail revenues; determine and recommend methods for collecting revenues from customers; prepare related reports for presentation to the Public Utilities Commission and to the City Council.

Develop, update and run electronic models related to retail revenues, transaction feasibility, power supply forecasting, market trends, operating costs, indirect costs, and capital improvement projects.

Assist in budget preparation and data collection related to fixed assets and financial reports; document study methodologies for cost allocation; maintain the Department's Federal Energy Regulatory Commission (FERC) accounting records; and verify data input regarding approved rate changes.

On an annual basis, research and create models for required long-term forecasting; research proposed development, historical data, state of the economy, vacancy rates, and the weather, customers, demographics, system usage, and customer usage patterns.

Design, implement, modify, and manage complex databases used to input and extract data and prepare regular and custom reports; design, upgrade, and ensure successful migrations to and from various computer programs; update data and ensure maintenance of accurate data.

Conduct market assessments, including evaluation of customer base and competitive forces in the market place, demand-side analysis and planning, power supply, risk assessment, and business planning.

Perform analytical research to validate interval load and generator meter data received from multiple data sources.

Ensure program compliance with Federal, State and local laws, rules and regulations.

Provide day-to-day support to other divisions regarding rates, budgeting, accounting, and special studies.

Review, intervene and/or support intervention during the developing of legislation or regulations consistent with the interests of the City.

Support energy transaction process; participate in the settlement process, verifying accuracy of data and ensuring payment to counterparties.

Assist project management from inception to completion; plan, lead, organize, and control project deliverables, schedules, and budgets.

Track, compile and analyze a wide variety of operational data; submit required regulatory compliance reports.

Assist with the preparation of Requests for Proposals; participate in the selection and oversight of outside consultants; and administer contracts.

Assist with training staff and consultants on Department policies and procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Electric Business Analyst I

###### Knowledge of:

Quantitative analysis, including technical, statistical and financial analysis.

Principles and practices of data management, including database and spreadsheet applications.

Principles and practices of budget preparation, analysis and administration.

Research techniques and documentation.

Technical report writing procedures and techniques.

###### Ability to:

Perform complex professional analytical work in support of a variety of Electric Department projects and programs, especially as related to customer information services.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn to apply analytical and research methods to a variety of electric utility program areas including utility planning, forecasting, load research, financial planning, electric rate design, utility demand, and demand-side management.

Learn to manage a project from inception to completion.

Learn applicable Federal, State and local laws, codes and regulations.

Use complex mathematical, statistical and database models and standard computer applications; analyze large and complex sets of data.

Present complex and technical information in writing and orally to a wide variety of audiences.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

##### Experience:

One year of responsible experience performing duties similar an Associate Electric Analyst with the City of Roseville or one year of independent, journey-level experience performing professional duties that included energy analysis, business case analysis, financial analysis, econometric analysis, database management, or engineering analysis.

AND

##### Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in business administration, public administration, accounting, computer science, economics, mathematics or a related field.

#### License and Certificate

Possession of a valid California driver's license by date of appointment.

Electric Business Analyst II

In addition to the qualifications for the Electric Business Analyst I:

Plan, prioritize, assign, supervise and review the work of assigned staff.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Knowledge of:

Sophisticated computer applications related to financial analysis, database management, and operational and forecast modeling used in the electric utility industry.

Principles and practices of accounting and municipal budget development and administration.

Principles and practices of supervision, training and performance evaluations.

Pertinent local, State and Federal laws, rules and regulations.

Project management methodologies.

Principles of economics, accounting, financial planning, utility cost of service, and energy industry fundamentals.

Ability to:

Independently perform complex professional analytical work in support of a variety of Electric Department projects, programs and activities.

Read and interpret formulas and results from electronic models and spreadsheets and draw logical conclusions.

Prepare and present technical, financial, and statistical reports, requests for proposal, contracts and agreements.

## Electric Business Analyst I/II

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Interpret technical and analytical data of energy usage and electric demand, rates, revenues, and operating costs.

Develop technical and financial models related to cost, rates, and revenues.

Design, create and modify databases, and analyze large and complex sets of data.

### Experience and Training

#### Experience:

Two years of responsible experience performing duties similar to an Electric Business Analyst I with the City of Roseville.

#### AND

#### Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in business administration, public administration, accounting, computer science, economics, mathematics or a related field.

### License and Certificate

Possession of a valid California driver's license by date of appointment.

07-12-22	
03-13-21	
02-25-19	
02-09-13	Electric Business Analyst I/II
05-25-11	
10-19-10	
05-13-06	Electric Analyst I/II
07-01-02	Electric Analyst