Open/Promotional Recruitment No.: 18.424
Date Opened: 3/13/2019

ELECTRIC BUSINESS ANALYST I/II

SALARY:

Electric Business Analyst I: $7,296* to $9778* monthly (26 pay periods annually)
Electric Business Analyst II: $8,027* to $10,757* monthly (26 pay periods annually)
**Salary effective 03/16/2019*

FINAL FILING DATE:

We are accepting the **first 100 qualified applications for Electric Business Analyst I** and the **first 50 qualified applications for Electric Business Analyst II** or closing at 5:00 pm, April 3, 2019**; whichever occurs first.**

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the regular and full-time position of Electric Business Analyst I in the Electric Department. The current vacancy is in Power Supply division. The normal work schedule is Monday through Friday, 8:00 am – 5:00 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

DEFINITION

To perform complex professional analytical work in support of a variety of Electric Department projects and programs, in support of internal and external customers; to conduct financial and system data analysis; 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; may receive technical and functional supervision from a Senior Electric Business Analyst II.

Electric Business Analyst II:

Receives direction from assigned supervisor; may receive technical and functional supervision from a Senior Electric Business Analyst II.

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.
- 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, 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.
- Intervene and/or support intervention during the developing of legislation or regulations consistent with the interests of the City.
- Assist project management from inception to completion; plan, lead, organize, and control project deliverables, schedules, and budgets.
- Participate in the selection and oversight of outside consultants.
- 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.
- 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.
- 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:
No experience is required. One year of experience performing energy analysis, business case analysis, financial analysis, econometric analysis, database management or engineering analysis is desirable.
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 or Certificate:
Possession of a valid California driver's license by date of appointment.

Electric Business Analyst II:

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

Knowledge of:

- Sophisticated computer applications related to financial analysis, database management, and operational and forecast modeling used in the electric utility industry.
- 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.
- 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 (performing complex professional analytical work in support of a variety of Electric Department projects and programs, in support of internal and external customers; conducting financial and system data analysis; and participating in the conduct of special studies in support of department business).

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

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 2-3, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
   - ☐ Yes
   - ☐ No

2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.

3. How many years of experience do you have conducting professional analytical work in support of a variety of projects and programs, including financial, operational, and system data analysis?
   - ☐ Less than 1 year
   - ☐ 1-2 Years
   - ☐ 2-3 Years
   - ☐ 3+ Years

4. Please describe your experience collecting data, analyzing data, and developing recommendations & writing reports for executive and public review.

5. Please list the professional business software applications with which you possess at least intermediate proficiency.

6. Describe your experience in projects performing financial analysis, including your role, key analytical observations, tradeoffs considered, and final recommendations.

7. Describe your experience with sampling techniques, applied statistics, and forecasting.

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.