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| <b>CLASSIFICATION TITLE:</b><br>Energy Services Analyst | <b>JOB NUMBER:</b><br>7172 | <b>AFFILIATION:</b><br>Unaffiliated<br>(Non-Union) |
| <b>REPORTS TO:</b><br>Electrical Systems Manager        | <b>PAY GRADE:</b><br>19    | <b>FLSA STATUS:</b><br>Non-Exempt                  |

## GENERAL SUMMARY

Performs intermediate technical work analyzing data for business needs, non-financial regulatory compliance, and coordinating minor electric utility projects. Analyzes data to extract and define relevant information to inform effective electric utility business, engineering, and operational strategy, and related work as apparent or assigned. Work is performed under the limited supervision of the Electrical Systems Manager ("supervisor").

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Performs complex analyses of electric utility business, engineering, and operational data from advanced metering infrastructure (AMI), supervisory control and data acquisition (SCADA), geographic information system (GIS), customer information, and financial and accounting systems. Analyses are for load forecasts, wholesale power purchases, cost of service, retail rate design, energy efficiency programs, bond financing, distribution system operations, system reliability, key performance indicators (KPI's), regulatory compliance and other electric utility functions.
- Develops critical decision-making models. Extracts and defines relevant information, identifies trends, and creates visualizations, dashboards, data stories, and reports.

- Monitors regulatory impacts, recommends and submits departmental responses for regulatory compliance.
- Consults with subject matter experts and department leaders to improve financial and operational performance, business and process workflows, and distribution system capabilities to ensure the organization is operating effectively and efficiently.
- Documents and maintains procedures.
- Supports the development of the utility's integrated resource plan, conservation potential assessment, demand response potential assessment, clean energy implementation plan, energy assistance assessment, and regulatory reporting requirements and power resource planning studies.
- Maintains current knowledge of local, regional, and national electric utility policies concerning renewable energy, greenhouse gas and carbon mitigation, wholesale power supply, wholesale and retail electric rates, regional and local rate and utility service policies, and energy burden mitigation.
- Provides prompt, accurate reports and submittals to fulfill state and federal electric utility reporting requirements.
- Collaborates with other analysts and regional electric utility decision makers on strategy to develop and implement policy, business, and engineering and operational solutions.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Best practices for advanced research methods; data collection; data visualization; and analytical and reporting practices, methods, processes, and procedures.
- Principles and practices of statistics and key performance indicators.
- Electric utility business and best practices.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Broad range of technology and software systems.
- Hazardous conditions of assigned work environment.
- Public record-management principles, procedures, and techniques.
- Modern office practices, methods, procedures, and equipment.

### **Skills and abilities to:**

- Perform advanced data and program analyses.
- Develop, interpret, and communicate statistical information.

- Create visualizations including graphs, charts, infographics, dashboards, and data stories.
- Use statistical analysis tools such as R or Python and data visualization software such as ArcGIS and Power BI proficiently.
- Interpret and integrate complex regulatory standards to adapt to electric utility standards and practices.
- Plan, prioritize and schedule work.
- Prepare, monitor, and administer budgets.
- Maintain records, and prepare a variety of related reports, including status reports.
- Document processes and procedures.
- Learn and influence department and program objectives and goals.
- Consult, develop options, and advise department and division leadership effectively.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Organize, prioritize, and implement numerous projects and tasks in an effective, timely manner.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little or no direction, set priorities, and meet deadlines.
- Read, learn, interpret, apply, and explain regulations, and policies and procedures.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.
- Use Microsoft Office Outlook, Word, Excel, and PowerPoint software proficiently.
- Operate a variety of modern office equipment and personal computers using standard or customized software application programs appropriate to assigned activities.

## **SPECIAL REQUIREMENTS**

Valid driver's license.

## **EDUCATION AND EXPERIENCE**

Associates/Technical degree in business, economics or related field and three (3) years of increasingly responsible experience in data analysis and interpretation, or equivalent combination of education and experience.

## COMPETENCIES

### Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

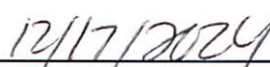
This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 10 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting, speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).


**Authorization (for Archive)**

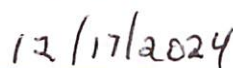
*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*


  
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**Human Resources Director**

  
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**Date**

  
\_\_\_\_\_  
**Department Head**

  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**City Manager or Authorized Designee**

  
\_\_\_\_\_  
**Date**