

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7080
Approved by C.S.B.
April 3, 2002

ASSISTANT UTILITY ANALYST

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DEFINITION

Under direct supervision, assists with resource planning and acquisition, cost-of-service analysis, rate design, energy and/or telecommunication usage and demand analyses, contract negotiation and administration; and performs other related work as required.

DISTINGUISHING FEATURES

The Assistant Utility Analyst is an entry-level classification and is distinguished from the higher-level Utility Analyst by the complexity of tasks assigned as well as the amount of supervision needed.

EXAMPLES OF DUTIES

1. Analyzes system and customer load data for use in forecasting, ratemaking and demand-side activities.
2. Assists with utility supply management and planning studies including generation, transmission and/or distribution.
3. Assists with cost-of-service analyses and designs rates; helps develop rate structures for electricity and telecommunications products; and tracks utility industry rate making trends.
4. Assists with power operations plans and schedules.
5. Assists with analysis, interpretation, and application of utility contracts and regulations in electric and/or telecommunications.
6. Assists in preparation of forecasts of system demand and energy load.
7. Assists in estimating electric and telecom costs based on loads and resources and with preparation of utility cost budgets.
8. Helps coordinate the implementation of rate changes.
9. Assists in handling customer rate problems.
10. Assists with the audits of utility bills and with utility cost accounting.
11. Monitors and analyzes utility costs vs. budgets, resource costs, utility billing methodologies, joint powers agency cost allocations and revenues and reports deviations and recommends actions.
12. Prepares administrative, statistical, and narrative reports and makes presentations related to assigned responsibilities.
13. Develops means for recording statistical and historical data.
14. Provides information to develop financial models related to supply- and demand-side resources, operating costs, rates and revenues.
15. Assists with evaluation of supply- and demand-side resources.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in mathematics, engineering, computer science, business administration, economics, law, or a related field.

Experience: One year of full-time professional work experience utilizing a personal computer with spreadsheet or other software applications. Utility experience is desirable.

Knowledge

Knowledge of mathematical relationships including college level algebra; budgeting and accounting principles; economic theory; basic principles of utility supply management, power operations planning and scheduling; application of spreadsheet and/or other software.

Ability

Ability to assist in the performance of technical and analytical studies related to the utility market, environmental impacts, generation and transmission planning; utility usage and demand, utility costs, rates and revenues; analyze, interpret and apply conditions of utility contracts and regulations of a power and/or telecommunications program including power supply and transmission rates; assist in development of financial models related to resources, costs, rates and revenues; apply the use of a personal computer to spreadsheet and statistical analyses and for the presentation of information; establish and maintain accurate records; interpret and analyze information; prepare and present studies and reports in both written and oral form; set priorities and meet deadlines; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

CL/ Human Resources Department
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