

UTILITY ANALYST

DEFINITION

Under general direction, provides management assistance by planning, coordinating and directing operating programs, administrative studies and special projects and performs other related work as required.

DISTINGUISHING FEATURES

Positions allocated to this class perform responsible administrative and budget research and analyses and provide recommendations. They are expected to perform analytical work requiring knowledge of administrative principles and analytical practices. Work in the class is distinguished from that of lower classes in that it involves full responsibility for various staff and project functions.

EXAMPLES OF DUTIES

1. Assists with planning, organizing, and implementing various utility projects, programs, and services involving diverse administrative operations.
2. Develops various comparison reports, in cooperation with city departments and AMP divisions, and makes recommendations to improve cost management, improve productivity, and maximize efficiency to meet the utility's asset management and work plan.
3. Assists with utility asset management and work plan forecasting, resource allocation, and scheduling.
4. Assists with planning, organizing, and implementing AMP's Emergency Management Plan, safety, and NERC compliance initiatives.
5. Notifies utility management of gaps between work schedule and work completion.
6. Facilitates and documents weekly meetings, including work scheduling, reliability, and outage management.
7. Assists with preparation and implementation of utility contracts.
8. Assists management staff estimate, monitor, and analyze construction unit costs based on work completion and with preparation of utility cost budgets.
9. Monitors and analyzes utility costs versus budgets, reviews timecards to ensure proper cost accounting, and helps coordinate budget transfers as needed.
10. Prepares administrative, statistical, and narrative reports and makes presentations.
11. May assist in budget preparation and administration.
12. May administer various staff functions of the department.
13. May administer or manage specific projects, programs, and or services.
14. May supervise, train, and evaluate assigned staff.

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 related field.

Experience: Two years of full-time professional work experience utilizing a personal computer with spreadsheet or other software applications, municipal governmental administrative experience involving the analysis of administrative concerns and the development of policies and procedures.

(OVER)

EMPLOYMENT STANDARDS (continuation)

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; principles of public and business administration including organization, personnel and fiscal management; statistical concepts and methods and general analytical procedures.

Ability

Ability to effectively administer assigned programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; write grant proposals; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise; train and evaluate assigned staff.

Other Requirements

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