

ASSISTANT ELECTRIC ANALYST  
ASSOCIATE ELECTRIC ANALYST

DEFINITION

To perform routine administrative and analytical work in support of Electric Department programs and operations that may include general and administrative support, fiscal and contract management, program analysis and/or compliance. This is a bridge class whereby previous electric utility experience is not required.

DISTINGUISHING CHARACTERISTICS

Assistant Electric Analyst – This is the entry level class in the Electric 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.

Associate Electric Analyst– This is the journey level class within the Electric Analyst series and is distinguished from the Assistant level by the level of independence with which duties are performed. 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 Assistant level.

The Associate Electric Analyst is further distinguished from Electric Resources Planner, Electric Compliance Analyst and Electric Business Analyst in that the former allows for an entry into the electric utility field requiring no directly related experience.

SUPERVISION RECEIVED AND EXERCISED

Assistant Electric Analyst

Receives general supervision from assigned management or supervisory personnel.

Associate Electric Analyst

Receives direction from assigned management or supervisory personnel.

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

Compile and analyze routine data; make basic recommendations on the formulation of policy, procedures, and operations.

Conduct a variety of routine surveys; perform routine research and statistical analyses on administrative, fiscal, and/or programmatic issues.

Perform basic analytical and technical support which may include electric resources planning, rate modeling and development, power supply forecasting, customer program research, power supply settlements, budgeting and/or compliance.

Compile materials; develop and prepare routine reports, correspondence, manuals, publications, and other documents; obtain management review and approval as needed.

Coordinate departmental activities with other departments, divisions, units, and outside agencies; represent the department in committee meetings; respond to routine requests for information.

Participate in the performance of special studies, analyses and projects.

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

Perform basic fiscal analyses and prepare recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities.

Assist in developing and preparing budgets for management review and approval; assure proper expenditure coding, document preparation, and other financial-related activities; monitor budget expenditures.

Assist with providing departmental fiscal and accounting oversight by monitoring and managing contracts, grants, and other funding and expenditure sources.

Assist in analyzing and interpreting contracts and coordinating the resolution of contract disputes and disagreements.

Assist with planning, identifying and analyzing program administration problems and develop solutions.

Review regulatory materials to evaluate program impact; assist with the review and revision of current systems, policies and procedures.

Assist in developing program compliance procedures.

Analyze basic administrative systems and practices, develop and recommend modifications and enhancements for management review; coordinate implementation of changes.

Conduct research and develop procedures as it relates to department operations.

Prepare and present staff reports and presentations to management.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

Answer questions and provide information to the public, via telephone, e-mail, and written correspondence.

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

##### Assistant Electric Analyst

###### Knowledge of:

Statistical and graphical presentation methods.

Basic principles and practices of research and quantitative analysis.

Principles and procedures of financial record keeping and reporting.

Technical report writing procedures.

###### Ability to:

Learn programs, processes and structure of the department.

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

Research, analyze and resolve routine technical administrative issues.

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 professional experience is required.

AND

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university, preferably in business administration, public administration, economics, engineering, mathematics, accounting, computer science or a related field.

#### License or Certificate:

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

### Associate Electric Analyst

In addition to the qualifications for the Assistant Electric Analyst

#### Knowledge of:

Programs, processes and operations of the department.

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

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

Basic principles of project management.

Ability to:

Independently perform routine professional analytical work in support of department programs and operations.

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

Perform, analyze and document research and findings.

Read and understand operating procedures and regulations.

Learn to utilize a variety of databases for running models.

Independently analyze situations and data and develop preliminary conclusions and recommendations.

Run financial models related to cost, rates and revenues.

Analyze financial data, fiscal and actuarial reports.

Participate in special studies related to assigned operations.

Experience and Training

Experience:

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

AND

Training:

Equivalent to a Bachelor's degree from an accredited college or university, preferably in business administration, public administration, economics, engineering, mathematics, accounting, computer science or a related field.

License or Certificate

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

03-13-21      Assistant/Associate Electric Analyst