

SENIOR ENVIRONMENTAL UTILITIES BUSINESS ANALYST

DEFINITION

To plan, assign and review the work of assigned personnel engaged in the performance of complex professional analytical work in support of Environmental Utilities Department projects and programs for internal and external customers including financial and system data analysis in support of department business, rates and connection fees; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Environmental Utilities Business Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing direct supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercises direct supervision over lower level professional and technical staff.

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

Plan, prioritize, assign, supervise and review the work of professional staff assigned to support Environmental Utilities divisions with special analytical studies and projects.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Perform cost of service and rate design for water, wastewater, recycled water and solid waste in compliance with legal mandates and requirements; develop and analyze utility rate options and provide support for rate case adjustments.

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Participate in budget preparation and data collection related to fixed assets and financial reports; document study methodologies for cost allocation; verify data input regarding approved rate changes.

Participate in and review financial, analyses and reporting functions as it relates to the South Placer Wastewater Authority.

Develop, update and run electronic models related to retail revenues, operating costs, indirect costs and capital improvement projects.

Perform financial modeling and analysis to evaluate project and operating economics; prepare statistical, feasibility and sensitivity analysis.

Perform project management from inception to completion, plan, organize and ensure the completion of deliverables.

Review proposed legislation and regulations for their impact on Environmental Utilities operations; prepare comments as needed.

Develop recommendations for new or revised programs or processes to improve efficiency and responsiveness.

Ensure compliance with Federal, State and local laws, rules and regulations.

Participate in the selection and oversight of outside consultants.

Prepare reports to be used for in-house decision making and to meet regulatory requirements; make presentations of findings and conclusions.

Perform the most difficult and complex work related to assigned area of responsibility.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of research and quantitative analysis including technical, statistical and financial analysis.

Budget preparation and administration.

Principles of data management.

Principles of supervision, training and performance evaluations.

Technical report writing.

Principles and practices of utility rate modeling and analyses as it relates to the services provided by Environmental Utilities.

Principles and practices of municipal budget development and monitoring.

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

Project management methodologies

State and Federal legislative and regulatory processes.

Technical and economic characteristics of environmental utility businesses.

Principles and practices of marketing, community outreach and public information.

Ability to:

Organize, implement and direct the performance of professional analytical work in support of a variety of Environmental Utilities Department projects, programs and activities.

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.

Perform the most complex duties related to financial and system data analysis in support of Environmental Utilities Department projects, programs and activities.

Prepare a variety of technical, administrative and regulatory reports, documents and correspondence.

Develop technical and financial models related to cost, rates and revenues.

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:

Two years of professional experience performing duties similar to that of an Environmental Utilities Business Analyst II with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in business administration, public administration, mathematics, accounting, economics or a related field.

License or Certificate

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

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