



SENIOR ENERGY ANALYST

FC: FC137
PB: F
FLSA: Non Exempt

PC: 890
BU: 31 (AFSCME)
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Participates in the more complex and difficult work of staff responsible for the procurement, pricing, and delivery of energy to the District operating system; develops and performs tasks related to the District's annual budget; manages regulatory matters relating to the District's unburdened power supply; participates in administrative hearings regarding energy regulation; coordinates energy efficiency projects and performs energy planning functions; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Energy Analyst series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties.

REPORTS TO:

This position reports to the Manager of the Energy Division or his/her designee.

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

1. Participates in the more complex and difficult work of staff responsible for the procurement, pricing, and delivery of electricity and natural gas to the District; may exercise lead supervision over energy analyst staff.
2. Manages and administers electricity and gas supply contracts; audits and approves all energy supplier billings; resolves energy cost issues with local suppliers.

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3. Negotiates new contracts, services, and contract conditions; coordinates activities between District and local utilities for energy services to future District extensions; manages and supports contract issues related to the acquisition of power.
4. Prepares annual operating budgets for electricity and natural gas including development of cost estimates for electricity and transmission/distribution costs; prepares and analyzes energy budget variances; forecasts future energy costs.
5. Participates in workshops and hearings regarding District energy costs; evaluates proposed tariff changes; responds to requests for energy data; writes formal commentary; presents expert testimony.
6. Proposes, plans, and develops draft legislation on energy issues; submits to higher level staff for comment and approval.
7. Prepares economic evaluations for the acquisition of energy facilities, implementation of energy efficiency programs, and alternative energy sources; prepares energy cost benefit analyses, reports, and statistics; presents documentation and materials to a variety of committees.
8. Coordinates the work of outside consultants, experts, and attorneys; coordinates projects and activities; reviews work progress.
9. Trains assigned employees in their areas of work including energy analysis methods, procedures and techniques; acts as an internal consultant and expert to other departments on understanding the applicability of electric and natural gas tariffs.
10. Ensures adherence to safe work practices and procedures.
11. Attends a variety of professional meetings associated with energy procurement and planning; stays current on new technologies related to energy utilization and conservation.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of an energy utilization and conservation program.
- Principles of lead supervision and training.
- Methods and techniques of analyzing and projecting energy needs and costs.
- Advanced methods and techniques of quantitative, statistical, and financial analysis.

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- Principles and practices of contract administration.
- Practices and procedures of the energy industry.
- Principles of negotiation towards settlement of disputed issues.
- Advanced principles and practices of energy conservation and utilization.
- Methods and techniques of financial and managerial accounting.
- Business computer applications and financial software packages.
- Occupational hazards and standard safety practices.
- Related Federal, State, and local laws, codes, and regulations.

Skill in:

- Leading, organizing and reviewing the work of staff.
- Independently performing the most difficult energy usage and cost analysis.
- Interpreting, explaining and enforcing department policies and procedures.
- Interpreting complex rules and regulations of energy regulatory agencies.
- Planning complex feasibility studies on energy costs and alternatives.
- Developing computer programs to develop energy program models.
- Performing complex data analyses; interpreting results and making presentations.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Working independently in the absence of supervision.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Providing service and working with external customers, stakeholders, and representatives.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in accounting, business administration, economics, or a closely related field from an accredited college or university.

Experience:

Three (3) years of (full-time equivalent) verifiable professional energy program analysis experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens. Minimal to modest exposure to dust, noise, weather extremes.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02

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