



ENERGY ANALYST

JC: FC101
PB: 04
FLSA: Exempt

PC: 715
BU: 31
July 2003

*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

Performs a variety of duties in support of energy cost reduction projects; performs financial analysis and energy planning functions; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full journey level class in the Energy Analyst series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Energy Analyst in that the latter possesses a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff.

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

1. Performs a variety of duties in support of energy cost reduction projects; performs financial analysis and energy planning functions.
2. Drafts proposals to initiate projects; discusses preparation of drawings with pertinent engineers; forwards to higher level staff for review and comment.
3. Prepares new guidelines, contracts, and contract conditions; participates in activities between District and local utilities in the provision of electric and gas services to District and operations.
4. Prepares annual operating budgets for electricity and natural gas; prepares analyses of energy budget variances; forecasts future energy costs.
5. Participates in workshops, conferences, and hearings regarding District energy costs; evaluates proposed tariff changes.
6. Prepares economic evaluations for the acquisition of energy facilities, and implementing energy efficiency programs and alternative energy sources; prepares energy cost analysis, reports, and statistics.

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7. Drafts Integrated Resource Plans as mandated by governing agencies; forwards to higher level staff for review and comment.
8. As assigned, coordinates the work of outside consultants; coordinates projects and activities and reviews work progress.
9. Responds to requests for energy data; researches and prepares formal comment.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of an energy utilization and conservation program
- Methods and techniques of quantitative, statistical, and financial analysis
- Practices and procedures of the energy industry
- Principles and practices of energy conservation and utilization
- Principles and practices of contract administration
- Methods and techniques of financial and managerial accounting
- Business computer applications and financial software packages
- Pertinent Federal, State, and local laws, codes, and regulations

Skill in:

- Performing energy usage and cost analyses
- Interpreting, explaining and enforcing department policies and procedures
- Operating office equipment including computers and supporting word processing and spreadsheet Applications
- Preparing and administering energy service contracts
- Utilizing computer programs to develop energy models
- Working independently in the absence of supervision
- Interpreting rules and regulations of energy regulatory agencies
- Communicating clearly and concisely, both orally and in writing
- 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:

Two (2) years of (full-time equivalent) professional energy program and analysis experience.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Additional professional experience as outlined above may be substituted for the education

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on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

BART EEO-1 Job Group: 3500 - Professionals
Census Code: 0800 - Accountants and Auditors
Safety Sensitive: N