



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** Utility Analyst

**STATUS:** Non-exempt / Non-union

**REPORTS TO:** General Manager

**RANGE:** 26

**POSITION SUMMARY:** The Utility Analyst is a technical support position for power resource operations and resource management planning. This position is responsible for tracking and monitoring power resource operations, providing assistance in strategic resource planning and other resource management functions including energy management and water conservation programs. The Utility Analyst monitors, tracks and benchmarks performance of power operations contracts or services that meet SUB's divergent needs for control, flexibility and risk exposure. This position also participates in rate analysis and rate design projects. Performs other duties as assigned.

#### **MAJOR RESPONSIBILITIES**

##### ***Essential Functions***

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Participates in setting goals and objectives, implementing the business purpose and helping to ensure SUB's values and principles are adhered to within assigned areas of responsibility.
5. Carries out the department operations by attending and participating in meetings with staff through regular involvement in key projects where (s)he can have a beneficial effect, reporting progress and incorporating feedback from division manager and others.
6. Demonstrates knowledge of the functions in the department as well as technical background to meet assigned areas of responsibility.
7. Provides input in establishing strategies and goals and regularly applies problem solving techniques to achieve results.
8. Demonstrates creativity and conceptual thinking and has the ability to explain technically complex subjects to others in an effort to accomplish the utility's goals.
9. Participates and assists in the effective and efficient tracking and verification of scheduling and operation of various resource contracts.

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10. Participates in Resource Management projects to evaluate, benchmark, track and present technical information on power resource services or new power resource contracts.
11. Tracks, monitors, verifies and reports on Energy Service Contracts with Wholesale Providers.
12. Tracks, monitors, verifies and reports on Power Resource & Wholesale Power Contracts.
13. Contributes to Power Resource Project analysis by assisting in team efforts to evaluate and/or develop:
  - Green Power Projects
  - Springfield Cogeneration Project(s)
  - Various Regional Projects
14. Participates in the analysis, tracking and reporting on Major Industrial Power Sales Contracts.
15. Participates in Transmission System operations.
16. Coordinates strategic resource planning and development activities to ensure that SUB is able to meet the short and long-term needs of customers.
17. Works closely with various other staff and team members and other regional entities to evaluate, benchmark and report on various resource strategies that are consistent with the mission, values, vision and direction of the utility. Examples of resource strategies include:
  - Responses to wholesale contract and rate changes
  - Assess impacts of altering BPA customer status
  - Requests for information or proposals for energy services
  - Power contract purchases
  - Resource project investments
18. Participates and assists in the effective and efficient tracking and verification of telecommunication services provided by SUB.
19. Effectively communicates with the Power Resource Manager, various SUB employees, BPA, current or potential SUB customers, other utilities, various regional entities (PPC, PNUCC, APPA, etc.), various independent power suppliers, power marketers and regional power or resource groups. Communications will be timely, accurate, concise and appropriate for the given audience.
20. Assists Director of Resource Management in the evaluation of the overall operation of the division including: systems, productivity, staffing requirements and establishing and achieving goals.
21. Serves as a liaison between the Resource Management division and other departments regarding the development, operation and optimization of computer information systems.
22. Assumes fiscal responsibility by participating in the preparation of and operating within an approved annual budget. Including preparing accurate and concise budget documents, and tracking expenditures and commitments throughout the year.

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23. Utilizes effective time management skills for various projects by developing a process flow diagrams and identifying the critical path for each project.
24. Develops complex retail rate analyses, including interfacing with other Power Resource Team members and staff in the Accounting and other departments.
25. Contributes to a positive, inspiring and motivating work and team environment.
26. Participates in on-going education, training and development of staff to ensure the highest quality performance standards to meet the changes in a dynamic utility industry.
27. Openly and effectively collaborates and communicates with other staff and team members to identify and solve problems and to coordinate resource optimization.
28. Participates in regular and impromptu staff meetings to share information.
29. Maintains confidentiality of organizational and staff information.
30. Recognizes contributions and celebrates small and big individual and team accomplishments.
31. Maintains a current Oregon driver's license and maintains a good driving and safety record.

#### ***Marginal Functions***

None

*Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.*

#### ***Attributes***

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

**OTHERS SUPERVISED**

- None

**MINIMUM QUALIFICATIONS**

***Experience***

- Minimum five years of utility, resource, or rate analysis experience

***Knowledge, Skills & Abilities***

- Demonstrated knowledge of technical applications, financial management, project management and relationship development
- Proficient in spreadsheet development, including an excellent working knowledge of macros and visual basic, database development and management and network file management
- Analytical skills in statistics and specifically mathematical and financial
- Communicate effectively orally and in writing

***Education***

- High school diploma or equivalent
- College level coursework in computer systems and/or mathematics

**PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers, managers and the public. Ability to think and react quickly, calmly and professionally in a stressful situation.
- **VISION**
  - Far visual acuity:** Sees adequately to drive a vehicle.
  - Near visual acuity:** Reads small print on correspondence, reports, computer screens, labels and numerous other written documents.
  - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to office furniture and building characteristics.
  - Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways.
- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use.
- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet.
- **STANDING:** Stands on the job varying periods of time depending on the activity.

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- **SITTING:** Sits for up to 6 – 8 hours a day.
- **WORKER MOBILITY:** Can change positions frequently, in and out of office furniture.
- **WALKING:** Walks around office (sites). Total walking per shift varies according to assignments. Walking occurs on rugs, hard floors and some outside walking on asphalt.
- **LIFTING/CARRYING:** 0 – 10 pounds – often, 11 – 20 pounds – occasionally, 20+ pounds seldom. May carry boxes or supplies.
- **PUSHING/PULLING:** Pushing, pulling filing drawer cabinets.
- **REACHING/HANDLING:** Writes and keyboards data, uses 10 key, does data entry, uses computer, lifts occasionally overhead for supplies
- **TWISTING:** Some twisting is required when lifting items or placing in other positions.
- **CLIMBING:** Climbs stairs at various site(s) for business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Office environment. Limited exposure to outdoor environment.
- **PRODUCTS AND MATERIALS:** Toner for copier and printer.
- **MACHINE, TOOLS AND EQUIPMENT:** Computer, copier, fax, typewriter and other office equipment.

Revised: December 1, 2015