

UTILITIES SYSTEM ANALYST

PURPOSE AND NATURE OF WORK

Positions in this class provide comprehensive and collaborative support services to ensure continuity in the collection of revenue and allocation of expenditures resulting in financial stability for the Utilities System. Positions perform advanced financial and accounting work, recommend rates charged for utility services based on the cost of services, and monitor the business rules that govern the billing systems, investigating areas of revenue risk, creating and evaluating processes and programs to proactively reduce revenue loss and performing error resolution and revenue recovery. Incumbent works under the supervision of the Chief Utilities System Analyst and has no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Analyzes monthly financial statements prepared by the Accounting division, develops indicators, and evaluates operations by comparison of results with budget projections and performance indicators. Forecasts and monitors cash flow requirements on a monthly basis. Coordinates annual budget process and its semi-annual amendments. Compiles cost data, interprets data and reports on costs. Evaluates effects of, and projects, payments made in lieu of taxes to the municipality.

Prepares financial analyses, revenue and expense projections, and reports on these in response to management requests for analyses of impact of proposed programs under alternative conditions. Prepares statistical and graphical presentations for bond issues or any proposed changes or projects, as needed. Manages and oversees the analysis, compliance, budgeting, and reporting of large non-operating revenue sources.

Collects, compiles, analyzes, and interprets data available for use in establishing cost of providing electric, water and sewer services. Researches seasonal demands, rate of change of number of customers, cost of operation and fuel, and revenues. Provides recommendations for competitive utility rates based on cost-of-service principles. Projects trends in consumption, cost, and receipts and monitors any anomalies. Prepares complex, analytical reports. Assists consultants in preparing and interpreting pro forma statements, rate schedules, and related documents. Creates educational materials for staff, public, and elected officials. Inputs, monitors, validates, and maintains rate structures and all accompanying billing components in the billing software and customer engagement software. Acts as billing liaison for large commercial customers.

Identifies process changes/enhancements and opportunities to make revenue assurance checks more effective and efficient. Runs and analyzes reports from various software systems, including but not limited to customer metering and billing, meter data, and energy management systems, to identify and resolve exceptions, and reports theft when necessary. Detects and corrects errors generated by bill segment error reports. Detects and corrects misapplication of multipliers on electric meters. Creates, in conjunction with IT support, new reports to investigate possible revenue loss areas and proactively educates others on how to handle errors that occur in various software systems. Creates and uses audit processes to oversee intergovernmental accounts and to ensure proper rate application for commercial and residential customers. Creates field orders for malfunctioning digital, electric, and water meters. Researches and reviews for correct customer billing information and correspondence with Codes and the local water districts for those customers who only use LUS wastewater services.

Manages updates, errors, and exceptions to support services systems, financial accounting records, and approved budgetary appropriations. Manages, coordinates, and/or compiles reports for regulatory compliance, consulting, internal and external benchmarking, and policy reviews. Serves as critical team member for application and functional systems implementations.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of methods of financial analyses, projections and interpretation of accounting or financial reports.

Considerable knowledge of public and government accounting systems and standards.

Knowledge of forecasting methods.

Knowledge of rate-setting methods.

Ability to understand and interpret databases and spreadsheets.

Thorough knowledge of the utility rate ordinance, the types and costs of utility services, and classifications of customers.
Knowledge of statistical and financial forecasting and reporting as related to utility rates.
Knowledge of public utility budgetary process.
Ability to perform technical research, obtain, record and use data without error.
Advanced knowledge of comprehensive reporting and the creation of complex spreadsheets.
Thorough knowledge of processes and procedures of billing wholesale and retail electric, water, and wastewater utilities.
Knowledge of electric, water, and wastewater services provided, including costs of these services.
Ability to identify sources of revenue loss.
Ability to conduct load factor analyses.
Ability to identify misapplication of multipliers on electronic meters.
Ability to work independently and conduct extensive analysis research.
Ability to identify diverse problems and review related information to develop and evaluate options and implement solutions.
Ability to communicate effectively in writing and verbally with public, government officials, and employees.
Ability to work effectively with public, elected officials and employees.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, Business, Finance, Business Quantitative Analysis or a related field; and experience in utility accounting as prescribed by the Federal Energy Regulatory Commission, or in governmental budgeting, finance and accounting; utility revenue assurance programs; or an equivalent combination of education and experience.