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7242 (NC)

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**

01/19/10  
Revised

**CLASSIFICATION SPECIFICATION**

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**TITLE: UTILITIES RESOURCES ANALYST TRAINEE**  
**UTILITIES RESOURCES ANALYST TRAINEE (NON-CLASSIFIED)**

**DEFINITION**

Under general supervision, to assist and participate in a trainee capacity in resources planning and analysis; computer systems planning, development, and data management; and to do related work as required.

**REPORTS TO:** Utilities Principal Resources Analyst

**DISTINGUISHING CHARACTERISTICS**

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Utilities Principal Resources Analyst.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Participate in the development of criteria and assumptions for system planning and analyses.
- Perform assigned studies to analyze and characterize system load characteristics and trends; identify factors influencing system load growth and the level of influence of such factors; develop load projections, various load duration and resource requirements data, and determine resources to efficiently and economically serve system loads.
- Assist in development of computer systems and software to analyze and evaluate power resource needs and resources and to efficiently manage and utilize power resources.
- Assist in development and implementation of procedures and practices for establishment and management of data systems, resource management systems, and resource planning systems.
- Assist in development and implementation of policies and procedures related to resource planning and management.
- Assist in, and undertake, development of reports, graphic materials, information methods and media, and in making presentations of resource reports.
- Serve on departmental and interdepartmental committees related to coordination of computer systems evaluation, selection, utilization, and management.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of utility resource planning and project development.
- Technology of resource planning, analysis, and operation.

- Resource scheduling and dispatching procedures.
- Economics and financing practices related to utility operations.
- Principles of life cycle economic analysis and cost allocation for power resources facilities and systems.
- Load analysis and load forecasting techniques and principles.
- Computer systems development, operation, and management.
- Software development and utilization.
- Data development, utilization, and management.
- Statistical and probabilistic analyses.

**Ability to:**

- Perform described duties and related tasks in a responsible and professional manner with minimal supervision.
- Gain necessary experience in an expedited environment so that assignments are completed comprehensively, efficiently and in a timely manner with minimal supervision.
- Use reasoning and analytical skills and with minimum supervision, be able to interpret and evaluate results of calculations and analyses to determine validity, practicality, and applicability of results.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with utility staff, other City Departments, and associates in other utilities and utility associations.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in engineering, economics, business, finance, computer science or other field which could provide the necessary skills.

Experience: No experience necessary

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Resources Analyst Trainee

**TO:** Utilities Resources Analyst