

8392 (NC)5/15/098393*Revised***CITY OF RIVERSIDE****HUMAN RESOURCES DEPARTMENT****CLASSIFICATION SPECIFICATION**

**TITLE: UTILITIES SENIOR ANALYST
UTILITIES SENIOR ANALYST (NON-CLASSIFIED)***

DEFINITION

Under general supervision, to perform a variety of advanced professional, technical, analytical and related duties in the areas of accounting, budget administration and financial and economic forecasting for the Public Utilities Department; and to do related work as required. *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.

REPORTS TO: Utilities Finance/Rates Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Finance/Rates Manager or Utilities Pricing Analyst as assigned. _
May exercise general supervision over professional, technical and administrative staff, as assigned.

EXAMPLES OF DUTIES

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

- Assign, monitor and review the work of assigned staff. Train employees on work methods and procedures, financial planning, economic analysis and budget analysis, cost of service and rate design, activities and procedures.
- Assist in the development of policies and procedures to improve the Public Utilities Department financial and administrative operations, including participation in the development of section goals, objectives, policies, and priorities.
- Provide technical expertise in the areas of budget administration, financial planning, cost of service and rate design, and economic analysis.
- Train Utilities Management in budget theory, methodology and techniques regarding budget planning.
- Analyze departmental financial and administrative systems and procedures; assist with the development and implementation of new accounting and/or financial systems.
- Prepare and/or analyze a variety of monthly and quarterly financial reports and statements for the department, bond rating agencies, materials related to electric and water rates and fees, federal and state agencies, Board of Public Utilities, and City Council.
- Coordinate departmental accounting-related activities within the department and with other City departments, including the annual audit and the development of applicable reporting and monitoring systems.
- Analyze proposed water and electric projects, perform cost-benefit analysis, recommend course of action, and provide justification including fiscal reliability/risks of such projects.
- Prepare cash flow analyses, financial reports, planning models, and other analysis to assist in short and long-term financial planning for the electric and water utilities; develop, administer and monitor financial models; assist in developing forecasts of revenues, expenses and fund balances for the department.

- Prepare the five-year financial forecast for the water and electric utilities, modifying complex computer model as needed to reflect changes in supply plans, rate designs, consumption levels, capital plans and policies, economic conditions or other applicable factors.
- Monitor and review revenues, expenses, and fund balances to assure conformance with budget and department policy; develop changes in department fiscal policy, as needed.
- Train departmental staff in theory, methodology and techniques regarding budgeting, budget planning and control, financial statement preparation, and financial analysis.
- Respond to financial and rate surveys and request for information from other utilities and governmental and outside agencies.
- Coordinate the preparation, presentation and monitoring of the annual operating and five-year capital budgets. Develop and document appropriate systems, procedures, and forms for use in the budget process.
- Analyze proposed budget submittals and provide recommendations to management; coordinate monthly variance reporting for Water and Electric funds.
- Make presentations to the Public Utilities Board and City Council when necessary.
- Prepare financial information needed for official statements for future debt issuances.
- Prepare briefing presentations for bond rating analysts who rate the Utilities' debt.
- Prepare and reconcile the utilities monthly customer sales statistics.
- Monitor and analyze recording of Utility revenues.
- Assist in preparation of revenue budgets for the electric and water utilities.
- Prepare embedded and marginal cost of service studies. Develop modifications of cost of service modeling methodology as needed.
- Testify as an expert witness before the Public Utilities Board and City Council regarding cost of service studies and on revenue requirements and rate design.
- Develop innovative electric and water rates in support of demand side management and conservation.
- Determine the Utilities' water and electric revenue requirements.
- Respond to technical questions on revenue requirements, cost of services, and rate design from customers and others.
- Respond to utility customers' questions regarding electric and water rates.
- Conduct surveys of other utilities to determine rate competitiveness and equity.
- Assist in the preparation of rate case testimony by analyzing financial and rate information and developing charts and graphs.

Note: Assignment to either the Financial Services or Rates sections may be required depending on work load and priorities.

QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles and fund accounting practices as they apply to Utility accounting.
- Principles of financial administration, including municipal budgeting, reporting, and control.
- Modern and complex principles of financial and statistical analysis, economics, marginal pricing, financial planning, and forecasting.
- Modern computer applications including financial, word processing, statistical, database, graphics, and spreadsheet.
- Federal Energy Regulatory Commission Uniform System of Accounts.
- Pertinent federal, state, and local laws and regulations.
- Principles of internal control.
- Accounting and work order systems.
- Methods of calculating investment returns, assessing risks, and determining the optimal allocation of resources.

Ability to:

- Prepare a variety of financial statements, reports, and analysis.
- Develop and administer sound financial policies.
- Develop models to simulate complex financial activity.
- Perform statistical and financial analysis.
- Analyze and evaluate new program techniques, methods and procedures.
- Understand and analyze complex power and water supply agreements and contracts.
- Principles of cost allocation techniques and methods of cost allocation.
- Use computers and related software in the analysis of financial information and the preparation of charts and graphs and other reports.
- Principles of supervision and training.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and explain City policies regarding budgeting, accounting, and financial reporting.
- Make effective oral and written presentations.
- Interpret rate schedules, and design innovative water and electric rates.

- Provide training to lower level professional and technical staff relating to cost of service, rate design and theory, methodology and techniques regarding budgeting.
- Orally explain cost of service concepts and successfully defend studies before the Public Utilities Board and City Council.
- Make effective presentations and provide expert testimony to the Public Utilities Board and City Council.
- Prepare clear, concise and accurate reports.
- Interpret complex financial and legal documents used in debt issuances.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 work in accounting or business administration.

Experience: Four years of responsible experience in governmental or commercial accounting and/or auditing, preferably with utilities.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Senior Analyst

| **TO:** Utilities Pricing Analyst, Principal Analyst (City)