

ENVIRONMENTAL UTILITIES RATE ANALYST I
ENVIRONMENTAL UTILITIES RATE ANALYST II

DEFINITION

To perform complex analysis related to cost of service and rate design and modeling for the City's water, wastewater, recycled water and solid waste utilities; to forecast revenues and expenditures; to assist in budget preparation and monitoring; and to assist with a variety of special projects and studies related to Environmental Utilities operations.

DISTINGUISHING CHARACTERISTICS

Environmental Utilities Analyst I – This is the entry level class in the Environmental Utilities Rate Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Environmental Utilities Analyst II – This is the journey level class within the Environmental Utilities Rate Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Environmental Utilities Rate Analyst I

Receives general supervision from assigned management staff.

May exercise technical and functional supervision over technical and support staff as appropriate.

Environmental Utilities Rate Analyst II

Receives direction from assigned management staff.

Environmental Utilities Rate Analyst I/II

- 2 -

May exercise technical and functional supervision over professional, technical, and support staff as appropriate.

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

Perform cost of service rates analyses for water, wastewater, recycled water and solid waste in compliance with legal mandates and requirements.

Develop, update and run electronic models related to retail revenues, operating costs, indirect costs and capital improvement projects.

Design, implement and modify complex databases used to input and extract a variety of operational data; prepare regular and custom reports; update and ensure accuracy of data.

Support Environmental Utilities divisions with special studies and projects, analyzing data related to customer usage and overall operations.

Monitor compliance with bond debt coverage obligations; participate in bond financing activities.

Prepare a variety of statistical and financial reports; assist in budget preparation and monitoring.

Review proposed legislation for its impact on Environmental Utilities operations; prepare comments as needed.

Participate in the selection and oversight of outside consultants.

Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys and analyses.

Create statistical models for long term demand and forecasting; identify trends in market forces that impact demand.

Participate in customer outreach activities.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Environmental Utilities Rate Analyst I

Knowledge of:

Principles and practices of organization and administration.

Principles and practices of data analysis, budget preparation and administration.

Statistical and graphical presentation methods.

Research techniques.

Principles of data management.

Technical report writing.

Ability to:

Learn programs and processes associated with Environmental Utilities rate analyses and modeling.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn pertinent local, State, and Federal laws, rules and regulations especially as related to rate setting.

Research, analyze and interpret trends.

Learn to use automated modeling and information systems.

Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No experience is required. One year of experience performing environmental utilities analysis, financial analysis, or database management is desirable.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in business administration, public administration, mathematics, accounting, economics or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Environmental Utilities Rate Analyst II

In addition to the qualifications for the Environmental Utilities Rate Analyst I:

Knowledge of:

Principles and practices of utility rate modeling and analyses as it relates to Environmental Utilities.

Water, wastewater, recycled water and solid waste operations.

Principles and practices of municipal budget development and monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

State and Federal legislative and regulatory processes.

Principles and practices of marketing, community outreach and public information.

Ability to:

Independently perform professional duties in the analysis of a variety of complex financial and demographic data.

Develop and use models and databases to identify trends and cost of service.

Interpret and apply complex rules, regulations and laws pertaining to area of assignment.

Develop and present technical and analytical reports and presentations.

Design, create and modify databases, and analyze large and complex sets of data.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of an Environmental Utilities Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in business administration, public administration, mathematics, accounting, economics or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

09-07-18

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