

**Title:** Business Analyst  
**PG:** 54  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Lakeland Electric

**Class Code:** 2177  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

The basic function of the Business Analyst is to provide financial analysis, planning, and support to the Business Operations Manager.

**ESSENTIAL FUNCTIONS:**

1. Provides support to the Business Unit Director or the Business Operations Manager in the discharge of his or her planning responsibilities.
2. Develops business and financial plans for established lines of business in the Business Unit and proposed new ventures.
3. Based on analysis, proposes future goals for the established lines of business and proposed new ventures.
4. Assists in the preparation of the Business Unit's annual and long-term capital budget.
5. Assists in the preparation of the Business Unit's Table of Organization.
6. Performs complex analysis of various economic alternatives relating to the established lines of business and proposed new business ventures.
7. Develops spreadsheet models and performs short and long-range forecasts relating to the operating and financial performance of established lines of business and proposed new business ventures.
8. Develops and analyzes monthly financial and statistical operating reports as requested by the Business Operations Manager.
9. Participates in market research studies, reviews research statistics and summarizes project results for support of proposed new business ventures.
10. Monitors project budgets for compliance.
11. Establishes standards for employee productivity and performance and monitors results.
12. Develops and implements appropriate training programs and monitors the professional development of employees in the work unit.

**ADDITIONAL RESPONSIBILITIES:**

1. Represents the utility in meeting with other utilities and keeps the utility informed on state and national issues, which could affect the current and future operating practices of the utility
2. Coordinates work with that of other Business Units or divisions within the Department or other City departments as required.
3. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Theoretical and practical knowledge of financial planning and analysis techniques, including discounted cash flow, present value, rate of return, and breakeven analysis.
2. Thorough knowledge of computer modeling and programming relating to new venture analysis, statistics and marketing.
3. Thorough knowledge of the sources of technical and financial information and literature and the methods of obtaining and using them
4. Ability to write clearly and concisely on technical subjects of some complexity.
5. Effective presentation and oral communications skills.
6. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public and to provide leadership to contribute to a working environment that will instill employee pride, morale and commitment to service excellence.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Bachelor's degree from an accredited college or university in accounting, economics, business administration or a related field.
2. A minimum of four (4) years experience in financial planning and analysis. Public utility experience preferred.
3. An equivalent combination of directly related education and experience may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a home telephone.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director..