

**Title:** Planning Specialist II  
**PG:** 58  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Lakeland Electric

**Class Code:** 2027  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible professional work in the planning and analysis area of the City's electric utility. An employee in this class is responsible for the improvement of the electric system. Assignments usually define the scope of the work to be performed and afford opportunity for independent judgment in planning details of the work and in making technical decisions. Technical assistance is provided during the course of assignment and work is checked during progress and evaluated upon completion by an administrative superior. Technical supervision may be exercised over lower-level planning staff and other technical personnel.

### **ESSENTIAL FUNCTIONS:**

1. Performs planning studies and develops various plans for the economic and reliable expansion of the City's electric systems.
2. Performs studies that examine various expansion strategies of the power transmission and distribution system to determine the most reliable and economical expansion patterns, including studies of internal system lines and substations. Evaluates the economics of changes in distribution voltage levels and distribution power transformer size. May analyze Lakeland and Pool operations to discover opportunities for improved economic operation of resources, including analysis of the fuel supply industry.
3. Participates in developing unique methods of forecasting and load modeling to simulate the power system as closely as possible considering the varying conditions in the service area. May operate a production-modeling program to model City of Lakeland and Florida Municipal Power Pool operations and run program to allocate cost and benefits of pool operation.
4. Performs both short and long-range forecasts, including, but not limited to, generation loads, energy consumption, fuel consumption and costs, revenues and expenses, customer growth, anticipated rate adjustments, and weather effects on energy consumption and peak loads.
5. Maintains liaison between the City and consultants, vendors, government agencies, and electric utility industry organizations.
6. Assists in performing studies directly and indirectly related to the development of rates, tariffs, and fuel and energy contracts.
7. Develops and evaluates conservation programs and determines their cost-effectiveness in obtaining seasonal demand and energy reductions.
8. Conducts marketing surveys relative to the energy usage, appliance stocks, housing types, and/or customer attitudes.
9. Performs computer programming and may supervise related activities, such as data preparation and input, computer terminal operation, and related activities.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of the mathematics, economics, and statistics involved in the planning of an electric utility system and/or related activities.
2. Considerable knowledge of rates and rate structure.
3. Considerable knowledge of computer programming and modeling as applied to statistics, econometrics, planning, electric production, rate studies, marketing and /or fuels.
4. Knowledge of the sources of technical information and literature and the methods of obtaining and using them.
5. Some knowledge of municipal financing, capital expenditure accounting, and budgetary controls.

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6. Ability to perform economic evaluations that examine various expansion strategies of the power transmission and distribution system in order to determine the most reliable and economical expansion patterns.
7. Ability to perform both short and long-range forecasts, including generation loads, energy consumption, fuel consumption and costs, revenues and expenses, customer growth, anticipated rate adjustments, and weather effects on energy consumption and peak loads.
8. Ability to perform studies pertaining to fiscal analysis, rates and operation research, cost of service, sales projections, load research and customer analysis, and other utility system studies.
9. Ability to run unit commitment software and perform analysis of Lakeland and Pool operations for the purpose of allocating cost and benefits to pool members.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to prepare technical reports, analyses, and documents.
12. Ability to plan and direct the work of subordinates as may be required.
13. Ability to establish and maintain effective working relationships with City employees, consultants, other utilities, and the public.

**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 bright/dim light, dusts and pollen.  
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. Graduation from an accredited (4) four-year college or university with a major in mathematics, statistics, finance, economics, business, planning, marketing, engineering, or a closely related field.
2. Two (2) years of experience in related planning work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must be able to work in a location remote from the home office without close direct supervision or extended periods of time. (System Control )
4. Must be able to attend meetings at locations other than primary work location.
5. 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.