

**Title:** Data Analyst I  
**PG:** 38  
**Status:** Civil Service  
**Position Reports to:** Manager of Corporate Pricing and Reporting  
**Department:** Electric

**Class Code:** 3820  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a responsible analyst position which provides assistance to Engineers, Planning Specialists, Managers and others when reports, spreadsheets or statistical documentation is needed. Analysis is conducted using Excel, Access, the Utility Management System (UMS) Maximo and various other programs. Quality of work is evaluated through meetings, reports and desired results.

**ESSENTIAL FUNCTIONS:**

1. Creates and maintains monthly reports on customer statistics of electric energy, demand, revenue, and load factor of the utility's large industrial customers.
2. Creates monthly water consumption and revenue reports for the Wholesale and Polk County Master Meter accounts.
3. Maintains and sanitizes all weather variables for stations throughout Lakeland's service territory.
4. Compiles databases broken down on a monthly basis and averaged out over each fiscal year back to 1976.
5. Compiles monthly reports on utility revenue for all municipal departments and private area lighting.
6. Compiles various spreadsheets for annexations, water master metered and subordinate meters and location rate class changes.

**ADDITIONAL RESPONSIBILITIES:**

1. Assists other staff members on projects.
2. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of mathematics and statistics.
2. Knowledge and application various software including the Microsoft Office Applications of Excel, Word, Access, Outlook, and Adobe Acrobat Writer.
3. Ability to create, manage, extract, combine, manipulate, format, organize and report from large data files using the applications in item 2, above.
4. Knowledge and an understanding of the customer and Rate Classes for both the electric and water utilities.
5. Knowledge and skill using proper office practices, business ethics and technical information.
6. Skill in performing technical computations, compiling statistical data and performing analysis.
7. Ability to learn internal applications such as Maximo, WeatherLink and the Utility Management System.
8. Ability to learn and understand the techniques and procedures of utility statistic handling.
9. Ability to use reasoning and thought processes during sanitization processes.
10. Ability to compose reports and communicate results, both verbally and in writing.
11. Ability to maintain effective work relationships with co-workers, peers, supervisor and other employees and customers.

**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.

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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. Associates degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two (2) years of college education with emphasis in an appropriate or closely related field.
2. Two (2) years of progressively responsible experience in a statistical or mathematics related position required.
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 and maintain a valid State of Florida Driver's License.
2. Must possess and maintain a valid telephone number.
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.