

**Title:** Data Analyst II

**PG:** 42

**Status:** Civil Service

**Position Reports to:** Manager of Corporate Pricing and Reporting

**Department:** Lakeland Electric

**Class Code:** 3823

**Date:** 09/08

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

This is a responsible, highly skilled, analyst position with the responsibilities of assimilating, compiling and processing electric and water utility statistics and technical data. Work involves performing a wide variety of complex statistical and mathematical tasks. Quality of work is evaluated through meetings, reports and desired results.

### **ESSENTIAL FUNCTIONS:**

1. Extrapolate forecasts of important electric and water financial and operating results.
2. Forecast monthly electric and water operating information from annual forecasts.
3. Assimilate and compile historical data on the City's electric and water system.
4. Prepare government, state and city statistical reports relevant to the electric and water utilities.
5. Conduct competitive market research to design appropriate rates for services.
6. Update fees and charges for miscellaneous services or facilities.
7. Produce government, state and city statistical reports used by the executive team, engineers, professors and the finance director.

### **ADDITIONAL RESPONSIBILITIES**

1. Performs related work as required.

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

1. Thorough knowledge of mathematics and statistics.
2. Thorough 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 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 and understand the techniques and procedures of utility statistic handling.
8. Ability to compose reports and communicate results, both verbally and in writing.
9. 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.

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. Four (4) year degree from an accredited college or university in Statistics, Business Administration, Mathematics, or a related field.

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2. Four (4) 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.