

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

**Class Code:** 2191  
**Date:** 09/08

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

This is responsible professional work in analyzing and planning complex electric utility data. An employee in this classification performs highly skilled technical work in the assimilation, compilations, and specialized processing of utility statistics and operational data. Work involves use of computer applications, some programming, and other data gathering devices that are somewhat technical in nature. Work assignments are generally outlined by a supervisor, but the employee has ample opportunity to research, develop and administrate new methods and make suggestions to superiors. Technical supervision may be exercised over lower-level technical or clerical personnel.

### **ESSENTIAL FUNCTIONS:**

1. Analyzes complex financial and operational data from multiple systems.
2. May operate a program such as 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, or Load Research programs.
3. Compiles data for short-term load forecasting, billing operations, large customers, and pool operations.
4. Maintains liaison between the City and consultants, vendors, government agencies, and electric utility industry organizations.
5. Assists in performing studies directly and indirectly related to the development of rates, tariffs, and fuel and energy contracts.
6. Runs or executes complex application procedures to obtain output in required formats.
7. Creates data base reports and other analysis tools as needed to serve both internal and external customers.
8. Performs computer programming and may supervise 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 compiling and analyzing of electric utility data.
2. Considerable knowledge of computer programming and modeling as applied to statistics, econometrics, planning, electric production, marketing and /or fuels.
3. Knowledge of the sources of technical information and literature and the methods of obtaining and using them.
4. Ability to perform studies pertaining to fiscal analysis, rates and operation research, sales projections, load research and customer analysis, and other utility system studies.
5. Ability to learn unit commitment software and perform analysis of Lakeland and Pool operations for the purpose of allocating cost and benefits to pool members.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to prepare technical reports, analyses, and documents.
8. Ability to plan and direct the work of subordinates as may be required.
9. Ability to establish and maintain effective working relationships with City employees, consultants, other utilities, and the public.

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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. 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 utility work including some experience in report or computer programming.
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 attend meetings at locations other than primary work location.
4. 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.