Data & Analytics Engineer I

Job Code	20001086	Job Family	Technology	Professional / Knowledge Worker	
Department	Data & Analytics	Reports to	Sr Mgr Data & Analytics	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2055	This Job is a Lead	No
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Leverage intellectual curiosity, business acumen and technical aptitude to solve complex business problems. Translate data into actionable insights through data science, data engineering and analytic techniques. Provide technical support to analytic application technology stack as well as analytic consulting to business functions, management and executive leadership.

Accountabilities

Accountability #1

Position Specific:Support core design and development services for data engineering, analytics, and the analytic technology stack by preparing internal and external data requests; conducting ad hoc quantitative analysis services; conducting analysis of analytic business and technical requirements; and providing troubleshooting and testing of all development and systems, and similar responsibilities.

Accountability #2

Fiscal Management:Participates in the support of technology systems to ensure the delivery of cost effective and efficient maintenance through adhering to best practices and standards on behalf of our customers and stakeholders. Provides input to solutions that provide value and continually enhance operational processes, and similar responsibilities.

Accountability #3

Operations:Participates in configuration, administration, support and maintenance of the District's computer systems. Install, develops, set up, and tests hardware and software systems. Troubleshoots and resolves technical issues as they arise. Provides customer support by responding to all technology requests. Provides support based on operational best practices and methodologies (e.g. Agile, ITIL, Industry Standards, etc.), and similar responsibilities.

Accountability #4

Business Innovation & Continual Improvement:Participates in the implementation of system changes based on business needs, providing technical support in the analysis, evaluation of options, and solutions. Responsible for configuration/develop/administration, test, and documentation to ensure delivery of quality technical solutions that reliably and sustainably meet the needs of the Organization. Generally, works on changes with low risk and business impact, and similar responsibilities.

Accountability #5

Cyber Security (Security, PII and Confidentiality)/ Compliance:Participates in ensuring the security and

confidentiality of technological systems, processes and data on behalf of our customers and stakeholders. Applies cyber security best practices through system administration, development, configuration and similar responsibilities. Ensures access to protected data (PII, HIPPA, etc.) is limited to authorized personnel. Provides input to solutions that ensure cyber security and continually adjusts to operational processes to improve and ensure security and privacy requirements, and similar responsibilities.

Accountability #6

Collaboration and Customer Service:Provides customer service (internal and external) through effective communication and collaboration to ensure technology needs are met to support District's missing in providing reliable and cost-effective service. Builds and maintains effective relationships with stakeholders inside and outside the organization (e.g., customers, peers, cross-functional partners, external vendors, alliance partners). Contributes to building and sustaining an inclusive and equitable working environment by supporting all District employees. Actively supports and encourages every team member to share their ideas in an open and inclusive manner, and similar responsibilities.

Accountability #7

Accountability #8

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

***Minimum* Required Education and Experience:**

Bachelor's Degree in Computer Science, Business, Mathematics or related field;

OR

Four (4) years of progressively more responsible experience in data management, analytics, or information technology.

***Preferred* Education and Experience:**

Qualifications – License(s) and/or Certification(s)

***Minimum* Required License(s) and/or Certification(s):**

***Preferred* License(s) and/or Certification(s):**

Qualifications – Skills and Abilities

***Minimum* Required Skills and Abilities:**

Support the principles and practices of complex data engineering techniques, and workflows in on-premise database or cloud data lake platforms

Support the principles and practices of complex data modeling including logical and physical data modeling concepts, relational and dimensional data modeling techniques

Collaborate with data scientists in the integration of data science into data & analytic solutions. Including techniques such as propensity modeling, cluster analysis, machine learning, AI, optimization and simulation

Support SQL, Python or R code

Support the application and administration of the enterprise analytic technology landscape

Aptitude in UI and visualization design techniques

Aptitude in analytic visualization tools

Aptitude in operational reporting concepts and tools

Support the development of key performance indicators to optimize and improve business processes

Aptitude in ability in data engineering, or integration tools

Aptitude in Agile project methodologies and tools

Demonstrate intellectual curiosity and attention to detail

Demonstrate business acumen through an understanding of business and operation's concepts, processes and the systems that support them

Perform technical analysis of simple to moderately complex system related problems and provide resolution options

Review and interpret vendor maintenance notifications and associated action plans

Serves as a liaison between business, technical staff, management, and vendors regarding service requests, change requests, usage, standards, and security

Apply business planning concepts and practices in decision making and carrying out job responsibilities

Communicate with audiences of varying levels demonstrating solid business oral, writing and presentation skills

Interpret technical information and explain in understandable terms

Perform critical thinking using a structured approach to problem identification, analysis, and solution identification

Use independent and discretionary judgment in decision making

Work with and maintain confidential information

Work collaboratively in a team environment with a commitment to the overall success of the group

Manage vendor deliverables and expectations to achieve successful outcomes

Preferred **Skills and Abilities:**

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as "Professional / Knowledge Worker".

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement

- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List	Frequency
Sit	Frequent (34-66%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Never
Squat/Kneel	Never
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Never
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)

Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Constant (67-100%)
Use distance vision	Seldom (1-10%)
Use color vision	Frequent (34-66%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Seldom (1-10%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Occasional (11-33%)
Speak with clarity with others	Frequent (34-66%)
Comprehension	**Frequency**
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Constant (67-100%)
Reasoning	**Frequency**
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Occasional (11-33%)
Organization	**Frequency**
Plan own work activities	Occasional (11-33%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Never
Resilience	**Frequency**

Work under pressure	Occasional (11-33%)
Work for long periods of time	Seldom (1-10%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Never

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.
○ Yes
⊙ No

On-call activities and frequency.

Work Location

The primary assignment for this position is:
⊙ Remote
○ Office Hybrid
○ On-Site
○ Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.