Risk Analyst III

Job Code	20001039	**Job Family**	Financial Management & Controls	**Professional / Knowledge Worker**		
Department	Financing & Risk Management	**Reports to**	Sr Mgr Trsr Risk Mgmt & Supply	**Union Status**	Non-Represented	
FLSA Status	Exempt	**Pay Grade**	2057	**This Job is a Lead**	No	
Last Updated	09/19/2025					

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

Works cooperatively to maintain the protection of District assets through risk identification, evaluation, and prioritization in areas, including but not limited to finance, operations, technology, compliance, and governance. Work collaboratively with all business areas and functions to maintain assessments of efficacy in current and long-term decision making. Provide recommendations and enhancements to maintain implementation of the process and design of controls to mitigate identified risks. Maintains collaborative relationships with the District's internal and external risk management partners. Maintains the periodic update of program policies and procedures. Maintains the District's core values as well as its strategic priorities by working as a trusted finance partner with all divisions throughout the District.

Accountabilities

Accountability #1

Risk Analysis Program:
Achieve the highest level of employee and community trust in how the District manages risk assessment by: maintaining the risk assessment of the District's financial, operational, technological, compliance, and governance processes and systems; maintaining the identification, evaluation, and documentation of internal and external risks; maintaining the provision of industry standard recommendations and enhancements to promote the implementation of effective business process and control environment design and operation; maintaining control activities that minimize financial, operational, technological, and regulatory risk; maintaining control and governance environments that can be relied upon for sound decision making; and similar responsibilities.

Accountability #2

Enterprise Risk Management Program:
Achieve the highest level of employee and community trust in how the District manages enterprise risk by: maintaining a professional framework of risk identification, assessment, response, communication, and monitoring in areas, including but not limited to hazard, financial, operational, and strategic risk; maintaining the reassessment of various strategic and departmental risks to ensure employee and customer safety, financial security, achievement of strategic and operational objectives; working collaboratively with all business areas and functions to maintain a program that effectively supports current and long-term decision making; and similar responsibilities.

Accountability #3

Compliance:
Achieve the highest level of employee and community trust in how the District manages its compliance with Federal, State and Local agencies by maintaining the District's accountability to these agencies by: maintaining the maintaining the consistent application of knowledge concerning how the District's

financial, operational, technological, compliance, and governance risks are impacted by law, regulation and District specific policy including its Collective Bargaining Agreement(s), statutory and administrative regulations through RCW's, WAC's, and rule based regulatory bodies including but not limited to GASB, FERC, IRS, PCI, PII, NERC-CIP; providing research and analysis to maintain resolution of complex risk assessment questions; maintaining the design, development, and the maintenance of risk assessment documentation sufficient to comply with audits requiring financial, operational, technological, compliance, and governance risk assessment support; and similar responsibilities.

Accountability #4

Reporting:

Achieve the highest level of employee and community trust in concerning how the District manages its reporting by maintaining transparency to the District's rate payers and financial investors by: maintaining the consistent application of control and governance environments to mitigate risks to the completeness, accuracy, and timeliness of internal and external reporting of risk assessment processes and systems; maintaining the research, development and analysis related to ad hoc managerial reporting to aid decision making; maintaining the design and development of internal and external reporting as well as other key performance indicator tools to support the mitigation of risk; and other similar responsibilities.

Accountability #5

Relationship Management:

Maintain the delivery of exceptional value to our customers through effective cross-functional partnerships and collaboration by: maintaining the District's ability to continuously improve business processes that impact the provision of a systematic and disciplined approach to identification, evaluation, and prioritization of risks for financial, operational, technological, compliance, and governance processes; maintaining a culture of caring, mutual respect, and trust that develops positive working relationships at the District's division, department, work group, and employee, and external service provider levels; responding to and providing guidance on internal and external inquires as a member of a risk team; maintaining processes to ensure the risk assessment requirements are positively represented; participation in ad hoc committees; maintaining the development of goals and objectives; promoting the District's core values; and similar responsibilities.

Accountability #6

Business Applications/Data Management:

Increasing the public's confidence in the quality of the District's financial, operational, technological, compliance, and governance data management by maintaining the integrity of the District's risk related business applications and data by: maintaining the continuous assessment of risks related to complex process, control and governance design and implementation requirements; maintaining the consistent application of systematic business processes; maintaining the maintenance of data warehouses and tables; working cooperatively with other departments to design, implement, and maintain the flow of financial, operational, technological, compliance, and governance data between District systems, workgroups, data processing vendors, third party administrators, and regulatory agencies is timely, accurate and complete; and similar responsibilities.

Accountability #7
Leadership and Governance:
Works cooperatively to maintain the District's dedication to its mission, safety, a supportive work environment, and community leadership by: maintaining the application of its risk and risk related business processes in parallel with District strategic priorities; maintaining the quality control review and oversight over financial, operational, technological, compliance, governance reporting and analysis deliverables in a manner that provides positive development and career growth; maintaining the research, guidance and training provided to the risk management teams to maintain a commitment to employees and the community; and similar responsibilities.

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 Accounting, Finance, Risk Management, Statistics, Engineering, or other related quantitative field, AND
Four (4) years of progressive experience in a risk analysis or other related experience.

Preferred **Education and Experience:**
Master's Degree in Accounting, Finance, Risk Management, Statistics, Engineering, or other quantitative field.

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

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

Preferred **License(s) and/or Certification(s):**
  Professional Risk Manager (PRM)
  Financial Risk Manager (FRM)
  Project Management Professional (PMP)
  Certified Regulatory Compliance Manager (CRCM)
  Certified Public Accountant (CPA)
  Certified Financial Analyst (CFA)
  Certified Internal Auditor (CIA)
  Certified Management Accountant (CMA)
  Payment Card Industry Internal Security Assessor (ISA)
  Certified Information Systems Auditor (CISA)
  Certified Government Auditing Professional (CGAP)
  Professional Engineer (PE)

Qualifications – Skills and Abilities

Minimum **Required Skills and Abilities:**

Commercial awareness: strong market knowledge and be up to date with market changes, policies, regulations, and regulatory filings in the utility industry.

Analytical skills: strong quantitative, analytical, and conceptual skills to understand and make inferences from broader business issues and review data to identify discrete area and overall program or project risk in terms of schedule, cost, and performance.

Presentation skills: present technical/ numerical information in a clear and understandable manner.

Communication skills: demonstrated ability to speak in front of groups, with the ability to maintain meetings and take command of discussions. Demonstrated report writing techniques and practices to communicate to diverse audiences through written or visualized communication.

Decision making skills: ability to evaluate situations and make clear, well thought out decisions, taking clear and concise actions.

Interpersonal skills: ability to work with multiple parties, establish and develop working relationships.

Computer skills: possess strong skills in Microsoft Office programs, including but not limited to, Word, Excel, and PowerPoint. Ability to work with database systems. Skilled in building spreadsheets to provide periodic reports.

Organizational skills: ability to prioritize assignments and effectively handle multiple tasks or activities on a daily basis.

Project management techniques and practices: ability to provide maintenance to small and large projects, effecting sound decision making through a supportive environment.

Research and analysis techniques: ability to respond dynamically to planned and ad hoc risk assessment and informational requests using varying resources to achieve optimal results.

Preferred **Skills and Abilities:**

Utility industry experience.

Risk management Guidance and tools.

Internal Controls, Risk Assessment and mitigation.

Enterprise risk managemet and regulatory environment relating to risk.

Industry best practice in Enterprise Risk management.

Experience auditing with a public accounting firm.

Experience with the application or assessment of compliance with the Governmental Accounting Standards Board (GASB) principles of accounting.

Experience with the application or assessment of compliance with PCI-DSS.

Experience with the application or assessment of compliance with the Federal Energy Regulatory Commission (FERC) principles of accounting.

Experience with the application or assessment of compliance with the National Associations of Regulatory Utility Commissioners (NARUC) principles of accounting.

Knowledge or experience working with laws and compliance aspects of tax-exempt entities

Knowledge of or experience with SAP enterprise resource planning systems

Large scale ERP software: SAP preferred.

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	Occasional (11-33%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never

Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Seldom (1-10%)
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Seldom (1-10%)
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Occasional (11-33%)
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	Seldom (1-10%)
Use close vision	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Constant (67-100%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Occasional (11-33%)
Work alone	Frequent (34-66%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)
Comprehension	**Frequency**
Read and carry out simple instructions	Constant (67-100%)

Read and carry out complicated instructions	Constant (67-100%)
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	Frequent (34-66%)
Organization	**Frequency**
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Seldom (1-10%)
Resilience	**Frequency**
Work under pressure	Frequent (34-66%)
Work for long periods of time	Frequent (34-66%)
Work on several tasks at the same time	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Seldom (1-10%)
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	Seldom (1-10%)
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Seldom (1-10%)
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)

Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
Exposure to animals	Never
Working with angry customers	Seldom (1-10%)

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.