



Utility Analyst III

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|---------------------|-----------|-------------------|--------------------------------|----------------------------------------|-----------------|
| Job Code | 20001042 | Job Family | Business & Operations Analysis | Professional / Knowledge Worker | |
| Department | Various | Reports to | Various | Union Status | Non-Represented |
| FLSA Status | Exempt | Pay Grade | 2057 | 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

Subject matter expert for at least one of the department's core functions: Long-Term Planning, Policy, Contracts and Compliance and New Markets. Leader of at least one of these functions who delivers continuous improvement through applying best practices, creative problem solving, and knowledge discovery with low levels of supervision. Possesses high-levels of competency in data analytics, modeling, policy analysis, contract management, regulatory compliance and/or market research and serves as a leading consultant to the District in this field.

Accountabilities

Accountability #1

Maintain transparency and the trust of our customers and stakeholders by authoring studies, documents and/or presents to various groups including the General Manager, Board of Commissioners, and the Public with modest supervision.

Accountability #2

Demonstrate powerful partnership leading Long-Term Planning studies, Contract Management, Budget Management, Policy Analysis and Advocacy, Market Research, and/or Resource Evaluation with modest supervision. Coordinates with Power Supply, Finance, and other Electric System Divisions on issues as needed. Maintains data stores and file records necessary to perform work, and maintains knowledge of and sometimes contributes to current best practices in the utility business.

Accountability #3

Demonstrate powerful partnership that serves as a valuable resource for industry peers by engaging with regional peers to jointly advocate for emerging best practice or unified utility approach to resolving industry-wide policy or planning challenges with modest supervision/guidance.

Accountability #4

Maintain transparency and the trust of our customers and stakeholders by researching, planning, designing and maintaining associated work products, and may propose modifications to said practices, policies and procedures to enable continuous improvement at the District with modest supervision.

Accountability #5

Demonstrate powerful partnership by working with District attorneys and management to develop and file a variety of regulatory documents, compliance filings, contract executions or amendments with moderate supervision.

Accountability #6

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:

Doctorate in Economics, Data Science, Business, Engineering or other related field;

OR

Master's Degree in Economics, Data Science, Business, Engineering or other related field, AND Two (2) years of experience in policy analysis or advocacy, forecasting, energy/commodities/financial risk management, regulatory compliance, market research and/or conducting quantitative analyses;

OR

Bachelor's Degree in Economics, Data Science, Business, Engineering or other related field, AND Four (4) years of experience in policy analysis or advocacy, forecasting, energy/commodities/financial risk management, regulatory compliance, market research and/or conducting quantitative analyses;

OR

Eight (8) years of experience in policy analysis or advocacy, forecasting, energy/commodities/financial risk management, regulatory compliance, market research and/or conducting quantitative analyses.

Preferred Education and Experience:

Master's Degree in a business-related field

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:

High competency in excel, forecasting techniques, quantitative risk management, policy analysis, regulatory compliance, contract management and/or market research.

Preferred Skills and Abilities:

High competency in any of the above plus some familiarity with appropriate industry technology platforms such as AuroraXMP, R, PowerBI, @Risk, and/or Knime.

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 | Constant (67-100%) |
| Walk | Seldom (1-10%) |

| | |
|----------------------------------------------------------------------|---------------------|
| 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 | Seldom (1-10%) |
| Use close vision | Constant (67-100%) |
| Use distance vision | Seldom (1-10%) |
| Use color vision | Never |
| Use peripheral depth perception | Never |
| Speak | Occasional (11-33%) |
| Hear | Occasional (11-33%) |

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

| Communication | Frequency |
|--------------------------------------------------------|---------------------|
| Understand and carry out simple oral instructions | Occasional (11-33%) |
| 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 | Occasional (11-33%) |

| | |
|-------------------------------------------------------------|---------------------|
| Follow standards for work interactions | Occasional (11-33%) |
| Write communications for clarity and understanding | Occasional (11-33%) |
| Speak with clarity with others | Occasional (11-33%) |
| Comprehension | Frequency |
| Read and carry out simple instructions | Frequent (34-66%) |
| Read and carry out complicated instructions | Frequent (34-66%) |
| Retain relevant job information | Frequent (34-66%) |
| Reasoning | Frequency |
| Read and interpret data | Frequent (34-66%) |
| 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 | Occasional (11-33%) |
| Direct work activities of others | Occasional (11-33%) |
| Resilience | Frequency |
| Work under pressure | Occasional (11-33%) |
| Work for long periods of time | Occasional (11-33%) |
| Work on several tasks at the same time | Occasional (11-33%) |

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 | 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.