



# Utility Analyst IV

<b>Job Code</b>	20000282	<b>Job Family</b>	Business & Operations Analysis	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Power Supply	<b>Reports to</b>	Sr Mgr Power Supply	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2058	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	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 two 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. Leverages leadership skills to lead teams of PUD staff and stakeholders. Coordinates and performs work with minimal supervision.

## 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 minimal supervision.

### Accountability #2

Demonstrate powerful partnership by leading Long-Term Planning studies, Contract Management, Budget Management, Policy Analysis and Advocacy, Market Research, and/or Resource Evaluation with minimal supervision. Leads Coordination 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 often contributes to current best practices in the utility business.

### Accountability #3

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

### Accountability #4

Maintain transparency and the trust of our customers and stakeholders by proactively 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 minimal supervision.

### Accountability #5

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

amendments with minimal 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](mailto: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, 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

Master'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

Bachelor's Degree in Economics, Data Science, Business, Engineering or other related field, AND Six (6) years of experience in policy analysis or advocacy, forecasting, energy/commodities/financial risk management, regulatory compliance, market research and/or conducting quantitative analyses;

OR

Ten (10) 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:**

Mastery 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**

<b>Communication</b>	<b>Frequency</b>
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%)
<b>Comprehension</b>	<b>Frequency</b>
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%)
<b>Reasoning</b>	<b>Frequency</b>
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%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Constant (67-100%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)
<b>Resilience</b>	<b>Frequency</b>
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.