Strategic Performance Analyst

Job Code	20001131	**Job Family**	Business Analysis	**Professional / Knowledge Worker**	
Department	Govt and Ext Affairs	**Reports to**	Program Director	**Union Status**	Non-Represented
FLSA Status	Exempt	**Pay Grade**	2058	**This Job is a Lead**	No
Last Updated	10/01/2026				

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

The Strategic Performance Analyst supports enterprise strategy execution by improving how performance is defined, measured, and used across the organization. This role works closely with leaders and subject matter experts to develop meaningful key performance indicators (KPIs), build reporting tools, and coordinate performance tracking processes.

This position partners closely with the Program Director to support strategic performance management, reporting, analytics and continuous improvement of how performance information is defined and applied across the organization. It plays a key role in translating strategic goals into measurable outcomes and ensuring performance information is accessible, consistent, and decision-useful. This role partners with Data & Analytics and Enterprise Risk Management to define data needs and ensure alignment on key performance and risk metric definitions and reporting.

Accountabilities

Accountability #1

Program Director Support

- Work in close coordination with the Program Director to support strategic performance tracking and reporting
- Align metrics, dashboards, and reporting with strategic priorities and executive needs
- Provide analytical and coordination support for executive-level discussions

Accountability #2

Strategic KPI Development & Performance Enablement

- Partner with leaders and subject matter experts to define meaningful KPIs and performance measures aligned with enterprise strategic goals and division operating goals
- Facilitate discussions to help leaders and teams clarify what questions they need to answer about performance
- Translate objectives and goals into practical, outcome-based measures that focus on results rather than activities.
- Establish and promote consistent standards, definitions and methodologies for performance metrics across the organization

Accountability #3

Data Analysis & Insight Support

- Translate performance metrics into actionable insights to guide decision making and accountability, ensuring results move us toward objectives and goals.
- Monitor performance against goals, analyze variances, and explain drivers of performance
- Support development of performance narratives that communicate results, context, risks and opportunities in partnership with Program Director
- Identify, assess and monitor strategic trends, risks, and opportunities, and translate findings into clear, actionable insights
- Conduct independent analysis to support strategic and operational decision-making

Accountability #4

Dashboard and Report Development

- Design, build, and maintain advanced Power BI dashboards for enterprise and division performance that are intuitive, relevant, and decision-oriented
- Partner with Data & Analytics to define data needs and ensure alignment
- Translate business needs into technical requirements for dashboards and data sources
- Ensure performance reporting dashboards and metrics remain aligned with evolving strategic priorities

Accountability #5

Work Tracking Systems

- Maintain and administer the strategic plan and division operating plan tracking system
- Support users in updating and maintaining their information, providing guidance and troubleshooting as needed
- Monitor data completeness and consistency, following up with people to ensure timely and accurate updates
- Align tracking system structure and data fields with reporting requirements and dashboards
- Identify and implement incremental improvements to enhance usability, clarity, and efficiency of the system
- Support integration between tracking systems, dashboards, and reporting outputs

Accountability #6

Reporting Management

- Coordinate the strategic plan reporting process and reporting for operating plans
- Manage timelines, templates, and responses to ensure high-quality reporting
- Provide support and guidance to improve the quality and clarity of reporting submissions
- Compile reporting into a cohesive enterprise performance view

Accountability #7

Engagement & Facilitation

- Build working relationships with leaders and cross-functional partners serving as a resource for guidance
- Facilitate conversations to help teams define success and align on performance measures
- Translate complex concepts into clear, practical language
- Support leaders and teams in building their own capability in performance measurement

Accountability #8

Strategic Plan Development Support

- Support strategic foresight work through research on trends, signals, and emerging uncertainties; compile inputs and materials for scenario development efforts
- Coordinate and support strategic planning workshops; capture outputs and translate into structured summaries
- Partner with subject matter experts to support development of KPIs and expected impacts for strategic objectives and refinement of initiative success criteria
- Support initiative prioritization analysis by compiling inputs and applying established evaluation criteria (e.g., value, urgency, effort) to inform decision-making
- Support development of strategic plan materials

Accountability #9

Process Improvement

- Identify and implement improvements to reporting processes, templates, and dashboards
- Help establish more consistent, repeatable approaches to performance tracking
- Contribute to building a more data-informed and accountable organization

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 Business, Economics, Public Administration, Data Analytics, or related field, AND
Four (4) years of relevant experience in strategy, data analytics, performance management, or similar

OR

Eight (8) years of relevant experience in strategy, data analytics, performance management, or similar

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:**

- **Intellectual curiosity and attention to detail:** Demonstrated curiosity, accuracy, and commitment to improving operations and how information is defined, analyzed, and used.

- **Strategic KPI and performance-measure development:** Ability to help leaders and subject matter experts define meaningful performance measures, clarify what success looks like, and translate goals and objectives into practical, outcome-based KPIs.
- **Dashboard, reporting, and data visualization capability:** Experience developing reports, metrics, dashboards, or visual summaries that make performance information clear, accurate, relevant, and decision-useful.
- **Power BI and data-modeling familiarity:** Experience using Power BI to develop or maintain dashboards, including familiarity with data sources, data modeling concepts, and dashboard design practices.
- **Analytical thinking and insight development:** Ability to conduct independent analysis, identify patterns and variances, evaluate business problems using a structured approach, and translate findings into clear, actionable insights for decision-making.
- **Clear communication and business translation:** Strong written, verbal, presentation, and visual communication skills, including the ability to translate technical, numerical, or complex information into clear and practical language for audiences at varying levels of the organization.
- **Cross-functional coordination and process management:** Ability to coordinate recurring reporting cycles, manage timelines and responses, follow up on data completeness and quality, and improve processes for consistency, usability, and efficiency.
- **Facilitation and influence without authority:** Ability to facilitate discussions, ask effective questions, build alignment among internal stakeholders, and influence outcomes in a matrixed, cross-functional environment.
- **Business and technology acumen:** Ability to understand real business problems, connect data and technology solutions to operational needs, and work effectively with technical and non-technical partners.
- **Judgment, discretion, and professionalism:** Ability to exercise independent judgment, evaluate risk and impact, make well-reasoned recommendations, and work with confidential or sensitive information.
- **Execution discipline and results orientation:** Demonstrated ability to manage multiple priorities, deliver high-quality work products, follow through on commitments, and contribute to the overall success of the team and organization.
- **Microsoft 365 Tools:** Experience using Microsoft 365 tools, including SharePoint lists and forms, Excel, Word, and PowerPoint, to organize information, support workflows, maintain data quality, and improve reporting or tracking processes.

Preferred **Skills and Abilities:**

- Experience in the utility industry or another asset-intensive, regulated, public-sector, or service-oriented environment
- Experience supporting strategic planning, enterprise performance management, operating plan development, or executive-level reporting
- Experience supporting trend research or strategic foresight
- Experience supporting initiative / project prioritization

- Advanced Power BI experience, including dashboard optimization, data modeling, DAX, or integration with enterprise data sources
- Experience administering SharePoint sites, lists, forms, workflows, or similar business tracking systems
- Experience with ERP or enterprise business systems; SAP experience preferred
- Experience applying project management, consulting, facilitation, or change-management techniques in cross-functional settings
- Experience with risk identification, research, analysis, or integration of performance and risk metrics

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	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
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)	Occasional (11-33%)
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	Never
Use peripheral depth perception	Never
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	Frequent (34-66%)
Train other workers	Occasional (11-33%)
Work alone	Constant (67-100%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Constant (67-100%)
Comprehension	**Frequency**
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
Reasoning	**Frequency**
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Occasional (11-33%)
Organization	**Frequency**
Plan own work activities	Constant (67-100%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)
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	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	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.