

ENVIRONMENTAL UTILITIES BUSINESS ANALYST I  
ENVIRONMENTAL UTILITIES BUSINESS ANALYST II

DEFINITION

To perform complex analysis related to cost of service and rate design and modeling for the City's water, wastewater, recycled water and solid waste utilities; to forecast revenues and expenditures; to assist in budget preparation and monitoring; and to assist with a variety of special projects and studies related to Environmental Utilities operations.

DISTINGUISHING CHARACTERISTICS

Environmental Utilities Business Analyst I – This is the entry level class in the Environmental Utilities Business Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Environmental Utilities Business Analyst II – This is the journey level class within the Environmental Utilities Business Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Environmental Utilities Business Analyst I

Receives general supervision from assigned management staff.

May exercise technical and functional supervision over technical and support staff as appropriate.

Environmental Utilities Business Analyst II

Receives direction from assigned management staff.

May exercise technical and functional supervision over professional, technical, and support staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform cost of service and rate design for water, wastewater, recycled water and solid waste in compliance with legal mandates and requirements; develop and analyze utility rate options and provide support for rate case adjustments.

Forecast revenue and rate increases and analyze current and projected utility revenues; determine and recommend methods for collecting revenues from customers.

Develop, update and run electronic models related to retail revenues, operating costs, indirect costs and capital improvement projects; review and analyze capital improvement project costs for capitalization.

Develop and update rolling schedule and fund summaries for water, wastewater, and waste services rehabilitation funds; analyze fund summary report and creates rolling schedule.

Prepare and review inventory reconciliation to identify discrepancies; analyze reconciled items and prepare journal entries.

Design, implement and modify complex databases used to input and extract a variety of operational data; prepare regular and custom reports; ensure successful migrations to and from various computer programs; update and ensure accuracy of data.

Support Environmental Utilities divisions with special studies and projects, analyzing data related to customer usage and overall operations.

Prepare and present a variety of reports for presentation to the public, Public Utilities Commission and City Council.

Assist in budget preparation and data collection related to fixed assets and financial reports; document study methodologies for cost allocation; verify data input regarding approved rate changes.

Review proposed legislation for its impact on Environmental Utilities operations; prepare comments as needed.

Participate in the gathering and preparation of data for annual and intermittent audits.

Support debt management activities including ensuring compliance with debt covenants, working with internal stakeholders, municipal advisors, bond counsel, credit rating agencies, financial institutes, and issuing parties.

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Participate in the selection and oversight of outside consultants.

Evaluate and provide support to utility staff with respect to financing opportunities.

Research, create and update statistical models for long term water demands and forecasting; research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys and analyses; identify trends in market forces that impact utility resource demand.

Ensure compliance with Federal, State and local laws, rules and regulations.

Review, analyze and update utility related fees and municipal code.

Support South Placer Wastewater Authority; reconcile and report out on monthly EDU's; prepare and monitor annual budget; prepare/reconcile estimated and final annual operating costs and bill partners; prepare audit schedules and provide support during annual audit; attend SPWA meetings and provide presentations as required; ensure compliance with JPA agreement; work with and provide advice to SPWA Executive Director, as needed.

Assist with project management from inception to completion, plan, organize and ensure the completion of deliverables.

Participate in customer outreach activities.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Environmental Utilities Business Analyst I

##### Knowledge of:

Quantitative analysis including technical, statistical and financial analysis.  
Principles and practices of organization and administration.

Principles and practices of data management and analysis, including database and spreadsheet applications.

Budget preparation and administration.

Statistical and graphical presentation methods.

Research techniques and documentation.

Principles of data management.

Technical report writing.

Ability to:

Learn to apply analytical and research methods to a variety of Environmental Utilities program areas including planning, forecasting, modeling, financial planning, rate design, water demands, stormwater management and customer information.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn to manage a project from inception to completion.

Learn pertinent local, State, and Federal laws, rules and regulations especially as related to rate setting.

Research, analyze and interpret trends.

Learn to use automated mathematical, statistical and database models and information systems to analyze large and complex sets of data and prepare graphic presentations.

Present complex and technical information in writing and orally to a wide variety of audiences.

Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No experience is required. One year of experience performing environmental utilities analysis, financial analysis, business case analysis, or database management is desirable.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in business administration, public administration, mathematics, accounting, economics or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Environmental Utilities Business Analyst II

In addition to the qualifications for the Environmental Utilities Business Analyst I:

Knowledge of:

Use of sophisticated computer applications related to financial analysis, database management and operational forecasting and utility rate modeling and analyses as it relates to Environmental Utilities operations.

Water, wastewater, recycled water and solid waste operations.

Principles and practices of municipal budget development and monitoring. Pertinent local, State and Federal laws, ordinances and rules.

Basic project management methodologies.

State and Federal legislative and regulatory processes.

Principles of economics, accounting, financial planning, utility cost of service. Principles and practices of marketing, community outreach and public information.

Ability to:

Independently perform professional analytical work in support of a variety of Environmental Utilities Department projects, programs and activities.

Read and interpret formulas and results from models and spreadsheets and draw logical conclusions.

Develop and use models and databases to identify trends and cost of service.

Interpret and apply complex rules, regulations and laws pertaining to area of water,

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wastewater, solid waste, recycled water and stormwater.

Develop and present complex technical and analytical reports and presentations.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of an Environmental Utilities Business Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major coursework in business administration, public administration, mathematics, accounting, economics or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

09-15-23

11-07-20

09-07-18

05-14-16      Environmental Utilities Rate Analyst I/II

