

RATE ANALYST

PURPOSE AND NATURE OF WORK

Purpose of work is to recommend rates charged for utility services based on the cost of providing these services. Nature of work is statistical, actuarial, and quantitative research.

Incumbent works under the supervision of the Chief Analyst and has no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Collects, compiles, analyzes, and interprets data available for use in establishing cost of providing electric, water and sewer services. Researches seasonal demands, rate of change of number of customers, cost of operation and fuel, and revenues. Provides recommendations for competitive utility rates based on cost-of-service principles. Projects trends in consumption, cost, and receipts and monitors any anomalies. Prepares complex, analytical reports. Assists consultants in preparing and interpreting pro forma statements, rate schedules, and related documents. Creates educational materials for staff, public, and elected officials. Inputs, monitors, validates, and maintains rate structures and all accompanying billing components in the billing software and customer engagement software. Acts as billing liaison for large commercial customers. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the utility rate ordinance, the types and costs of utility services, and classifications of customers.

Knowledge of statistical and financial forecasting and reporting as related to utility rates.

Knowledge of public utility budgetary process.

Ability to perform technical research, obtain, record and use data without error.

Ability to communicate effectively in writing and verbally with public, government officials, and employees.

Advanced knowledge of comprehensive reporting and the creation of complex spreadsheets.

Ability to work effectively with public, elected officials and employees.

DESIRABLE QUALIFICATIONS

Completion of a four-year college curriculum emphasizing quantitative methods of research with experience in utility budgeting, rates and customer relations, or an equivalent combination of education and experience.