

UTILITIES RESOURCES ANALYST II

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for providing analytical and strategic support to the Department of Utilities by coordinating the capital improvements program, participating in the purchase and sale of power, monitoring fuel and associated transportation costs, performing integrated resource planning duties, and administering of utility and consultant contracts. The positions in this class build upon the responsibilities of the Utilities Resources Analyst I role in that they are responsible for directly administering fuel supply and budget planning activities, leading major projects that support the long-term operational and strategic needs of the Utility, monitoring and responding to MISO-related impacts on LUS, serving as point of contact for consultants and other external stakeholders, and supervising the work of the Utilities Resources Analyst I. Incumbents work with substantial independence under the general direction of the Engineering and Power Supply Manager.

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.)

The Utilities Resources Analyst II may be required to perform all the duties of the Utilities Resources Analyst I plus:

Monitors and coordinates the five-year capital improvement plan. Makes recommendations on budget and identifies potential funding. Leads quarterly CIP meetings with management and project managers to determine proper project scheduling for Water, Wastewater, and Electric divisions. Identifies projects that may be over/under budget and proposes solutions.

Reviews and finalizes the Fuel annual budget and monthly Fuel Adjustment Calculations for the purpose of adjusting billing charges to customers and reports information to management and the administration. Monitors fuel markets including natural gas and coal. Identifies impacts of fuel markets fluctuations on LUS operations and budget. Monitors, negotiates, and manages contracts for fuel procurement, pipeline transport, rail transport and other associated contracts.

Serves as the direct point-of-contact with MISO for wholesale market communications, required submittals, and updates to unit offerings. Monitors market activities. Makes day to day decisions for LUS units in the MISO market. Provides recommendations to management/director for high level decisions in MISO. Engages in MISO market stakeholder groups and identifies upcoming impacts to LUS. Primary participant in MISO Transmission Owner's Committee to identify any upcoming filings that would affect LUS and provide feedback and comments.

Serves as the direct point-of-contact with The Energy Authority. Coordinates and makes decisions on day-to-day market activities such as load offers, generation offers, gas procurement, Resource Adequacy needs. Provides recommendations to management/Director for high level decisions. Documents and analyzes operational performance. Produces monthly Fuel Adjustment Calculations for the purpose of adjusting billing charges to customers and reports information to management and the administration.

Functions as a subject-matter expert on LPPA and RPS2 Unit 2 activities. Reviews and finalizes the LPPA annual budget. Monitors expenses, revenue, and budget throughout the year. Identifies and recommends solutions any budgetary item overruns or shortfalls. Monitors and review the monthly operations reports, outage plans, financial report and provides any feedback to management/director.

Coordinates major projects, including managing project tasks, timelines, submittals to contractors and vendors, action items, monitoring budgeting and funding, cross-departmental task coordination, and providing updates to management/director as needed. Leads ongoing resource planning including load forecast, Integrated Resource plans, and fuel supply planning.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of utility system requirement in relation to various fuel and transportation contracts, and power generation supply/ demand.

Knowledge of utility rate development.

Working knowledge of electric generation joint ownership agreements.

Knowledge of quantitative analysis methods, electric production economics, advanced principles, practices and methods of planning and analysis with ability to independently compile long-range operational plans and monitor

progress.

Knowledge of accepted and required methods of capital budgeting, project administration and contracting.

Knowledge of area utility finance, rates, rate development, contract interpretation, development and negotiation.

Knowledge of generator performance including heat rates, efficiencies, and capacity factors.

General computer knowledge including usage of Excel and various technical, economical software.

Ability to analyze utility operational and financial data to present best practices.

Ability to perform business transaction Cost/ Revenue modeling.

DESIRED EDUCATION AND EXPERIENCE

Bachelor's Degree in Engineering, Business, Economics, Computer Science, Mathematics, and substantial experience providing operational analysis for a utility or similar entity