

City of Arts & Innovation

CITY OF RIVERSIDE  
invites applications for the position of:  
**UTILITIES ANALYST**

**SALARY:** \$2,251.85 - \$3,015.69 Biweekly  
\$58,548.00 - \$78,408.00 Annually

**OPENING DATE:** 08/17/17

**CLOSING DATE:** 08/31/17 12:00 PM

**THE POSITION:**



The City of Riverside, Public Utilities Department is recruiting for a **Utilities Analyst** to establish an eligibility list for future vacancies in this classification. The Utilities Analyst position is responsible for performing specialized rate studies, developing, revising, and implementing applicable electric and water rates and regulations, and rate making policies. This position is also responsible for performing a variety of professional, technical, analytical and related duties in the areas of financial and economic forecasting, budget administration, and accounting for the Public Utilities Department.

**Additional Information:**

The Utilities Analyst position, under general supervision, performs professional and technical administrative and analytical support; assists in the preparation of the departmental budget; conducts a variety of analysis; performs responsible and technical tasks in the development and application of functions specific to departmental operations and procedures; manages an effective legislative outreach program; coordinates action on all legislative and regulatory matters that may impact the City's interest including, but not limited to, energy, water and telecommunications; and performs related work as required.

**WORK PERFORMED:**

Typical duties may include, but are not limited to, the following:

- Analyze specific job tasks and apply or supervise application of standards to jobs.
- Forecast staffing requirements and determine availability of staffing, material, and equipment to accomplish work.
- Analyze job costs and performance data for cost and staffing control.
- Perform research and statistical analysis on administrative, fiscal and operational problems; recommend appropriate actions based on analysis.
- Participate in the design and implementation of new and revised programs, systems, procedures and methods of operation.
- Assist in the development of goals, objectives, policies and procedures.
- Coordinate work projects with staff, vendors and customers.
- Analyze and respond to complaints and requests for information from internal and external sources; determine appropriate corrective action.
- Recommend positions and strategies in response to legislative and regulatory issues at the state and federal level.
- Analyze, evaluate and monitor legislation including making policy recommendations and preparing appropriate reports and correspondence.
- Serve as the Department's liaison to elected representatives and their staff, trade associations, regulatory agencies, other utilities and business groups.
- Advocate and represent the Department's interests at meetings.
- Form cooperative coalitions and strategic partnerships with other organizations; conduct special projects.
- Identify and document any required modifications to computer applications.
- Use maps and check as-built maps for accuracy.

**QUALIFICATIONS:**

**Education:** Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field. Two years of professional experience may substitute for two years of the required education on a year-for-year basis.

**Experience:** A range of 0-3 years of experience of professional administrative experience. A master's degree may substitute for one year of experience.

**Necessary Special Requirement:**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**Highly Desired Qualifications:**

- Possession of a Bachelor's degree in accounting, finance, statistics or economics.
- Utility rates or utility accounting experience.
- At least one (1) year of statistical and/or financial analysis experience.
- Intermediate to advanced level proficiency with Microsoft Excel and PowerPoint.

**SELECTION PROCESS:**

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

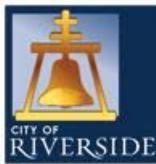
Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

**NOTE:** The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

**All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.**

**THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.**

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,  
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.riversideca.gov>

3900 Main Street  
Riverside, CA 92522  
951-826-5808

[cityjobs@riversideca.gov](mailto:cityjobs@riversideca.gov)

Position #17-8389-01  
UTILITIES ANALYST  
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**UTILITIES ANALYST Supplemental Questionnaire**

- \* 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered.  
*(\*Do not refer to a resume in lieu of completing the supplemental questions).  
Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
  - I understand.
- \* 2. **License:** Please indicate which type of valid driver's license you possess.
  - None
  - Class A
  - Class B
  - Class C
  - Out of state

- \* 3. **Education:** Please indicate the highest level of education you have completed.
- Less than High School Diploma or GED
  - Equivalent to the completion of the twelfth grade
  - Some college coursework completed (less than 59 semester units or less than 89 quarter units)
  - Associate's Degree or equivalent (at least 60 semester units or 90 quarter units)
  - Bachelor's Degree or equivalent (at least 120 semester units or 180 quarter units)
  - Master's Degree
  - PhD
- \* 4. **Education:** Do you possess a Bachelor's degree in accounting, finance, statistics or economics?
- Yes    No
- \* 5. **Experience:** Please indicate the amount of professional administrative experience you possess.
- None
  - Less than one (1) year
  - One (1) year or greater / Less than two (2) years
  - Two (2) years or greater / Less than three (3) years
  - Three (3) years or greater
- \* 6. **Experience:** Please indicate which of the following areas you possess professional level administrative experience in: (Check all that apply).
- Preparation of departmental budget
  - Conducting a variety of analysis
  - Development and application of functions specific to departmental operations and procedures
  - Managing effective legislative outreach programs
  - Coordinating action on legislative and regulatory matters that impact energy, water and telecommunications
  - Performing specialized rate studies
  - Developing, revising and implementing applicable electric and/or water rate rules, regulations and rate making policies
  - Performing financial and economic forecasting, budget administration and accounting for a Utility
  - None
- \* 7. **Experience:** Do you have utility rates or utility accounting experience?
- Yes    No
- \* 8. If you answered "Yes" to the question above, please indicate the following regarding your experience:  
Employer:  
Job Title:  
Years of Experience:  
Examples of Duties:  
**Complete this information for EACH employer where this experience was gained.**  
If you answered "No" to the question, please list the above information regarding your relevant experience or "N/A" if you have no relevant experience.
- \* 9. **Experience:** Please indicate the amount of statistical and/or financial analysis experience you possess.
- None
  - Less than one (1) year
  - One (1) year or greater / Less than two (2) years
  - Two (2) years or greater / Less than three (3) years
  - Three (3) years or greater / Less than four (4) years
  - Four (4) years or greater / Less than five (5) years
  - Five (5) or more years
- \* 10. Please describe your experience to the above question. Indicate the following regarding your experience: Employer: Job Title: Years of Experience: Examples of Duties:  
**Complete this information for EACH employer where this experience was gained.**  
If you answered "None", please list the above information regarding your relevant experience or "N/A" if you have no relevant experience.
- \* 11. **Experience:** Do you have experience working for a municipality?

Yes  No

- \* 12. Please describe your experience to the above question. Indicate the following regarding your experience: Employer: Job Title: Years of Experience: Examples of Duties:  
**Complete this information for EACH employer where this experience was gained.**  
If you answered "None", please list the above information regarding your relevant experience or "N/A" if you have no relevant experience.
- \* 13. Please indicate your proficiency level working with Microsoft Excel.
- None
  - Beginner
  - Intermediate
  - Advanced
- \* 14. Please indicate your proficiency level working with Microsoft PowerPoint.
- None
  - Beginner
  - Intermediate
  - Advanced
- \* 15. **Certification:** I understand that I **cannot** update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided **full descriptions of my duties and responsibilities** for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. (**Do not refer to a resume or other documentation, as it will not be reviewed.**) *Employers noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.*
- I understand.
- \* Required Question