

Summary

The Data Analyst works under general direction of the Manager of Finance & Rates. This position will support 3CE's Finance and Technology team by building and maintaining financial modeling for forecasting 3CE's financials and developing and analyzing long-term retail load forecasts and reporting requirements. This position assists in maintaining financial analyses and updating rolling forecast with accurate adjustments in retail rates and long-term demand forecast.

Supervision Received/Exercised

This position reports to the Manager of Finance and Rates and no supervision is exercised.

Essential Duties and Responsibilities (including but not limited to):

- Assists in maintaining financial analysis models for monthly budget variance and rolling forecast.
- Interacts with third-party data science consultants and internal data analytic team to maintain financial forecast and retail load forecast functions within the 3CE Data Analytic Platform.
- Assists in annual and mid-year budget and long-term financial proforma development and preparation.
- Prepares statistical, feasibility, and sensitivity analyses.
- Identifies trends in market forces that impact energy use or demand.
- Collaborates with third-party data management service provider to develop and maintain dataset to support ad-hoc reports.
- Daily and weekly review of load data to find any abnormalities and errors.
- Conducts monthly bill comparisons with PG&E and SCE to evaluate 3CE's retail rate structures for competitiveness across all customer classes.
- Works on cross-functional teams to set and implement retail rates for periodic rate updates.
- Researches legislation and regulatory changes that affect 3CE's rate design and implementation.
- Performs related duties as assigned.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Advanced Excel modeling.
- Data science methods and approaches utilizing Microsoft Power BI, Tableau or / and DAX.
- Fundamentals of designing and maintaining data systems and database and its relations.
- Principles of policy development, load and demand forecasting, revenue requirements, rates, accounting, energy markets or customer data analysis.
- Fundamentals of forecasting methodologies (statistical and sensitivity tests).
- Self-service data analytics platform to disseminate data-driven insights into the organization.

- Microsoft Office Suite (Word, Excel, and PowerPoint) and Adobe Acrobat.

Ability to:

- Ability to extract data, perform various analyses, and translate findings into meaningful business recommendations.
- Use statistical tools to interpret data sets, discern trends, and patterns that could be valuable for diagnostic and predictive analytics efforts.
- Prepare and present clear and comprehensive correspondence, reports, presentations, and proposals to a diverse audience.
- Research, analyze and interpret complex data; reach conclusions and make recommendations.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Be detail oriented and manage multiple projects in a fast-paced environment.
- Work independently.
- Deal tactfully and maintain effective working and diplomatic relations with various levels of staff, the public, civic organizations, and representatives from governmental, industry, media, and other agencies.
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests.
- Promote teamwork, a positive work environment, and collaborative problem solving.
- Work effectively under stressful situations involving tight deadlines, including ability to work occasional evening hours.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Experience/Education

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the require qualifications would be:

Education and experience equivalent to a bachelor's degree from an accredited college or university in, finance, accounting, statistics, economics, math, engineering, or related field.

AND

A minimum of three (3) years of progressively responsible in data analytics, rates forecasting, or closely related field.

A Master's degree in related field may be substituted for two (2) years of work experience.

Experience in utility rate design or rate analysis within energy industry desirable

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license, automobile insurance and a safe driving record.

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 40 pounds. 3CE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Date Revised: 11/10/2020

FLSA Status: Exempt

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my department and if so, I will be required to perform such additional duties and responsibilities.

Employee Signature

Date