**Energy Analyst Standard Job Description**

**Classification Title:** Energy Analyst

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $78,030

**Job Description Summary:**

The Energy Analyst, under general supervision, retrieves, archives, and reports utility data. Creates baseline models and uses them to monitor energy consumption levels and to validate meter and sensor functionality.

**Essential Duties and Tasks:**

**40% Energy Consumption Analysis and Reporting**

* Develops and maintains building, campus, and plant energy consumption model and baselines.
* Assists in research and analyses related to utility consumption.
* Verifies accuracy of consumption and meter/sensor.
* Generates reports to determine avoided costs for energy conservation projects.

**20% Utility Data Management and Customer Profiles**

* Retrieves and manages utility data.
* Develops customer energy and water consumption profiles and other essential customer utility information.
* Assists in preparation and providing consumption project profiles used to meet energy procurement and cost recovery model requirements.

**10% Problem Identification and Communication**

* Identifies any meter, sensor, or operational problems and communicates with appropriate groups to handle.
* Ensures that communications to customers are responsive, respectful, professional, and solution-oriented.

**10% Safety and Compliance**

* Contributes to a safe work environment by reporting accidents and unsafe working conditions.
* Follows safety procedures outlined in Material Safety Data Sheets and participates in safety training

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above

**Required Education and Experience:**

* Bachelor’s degree in Engineering or equivalent combination of education and experience.
* One year of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**