**Lead Utilities Data Analyst Standard Job Description**

**Classification Title:** Lead Utilities Data Analyst

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $86,257.85

**Job Description Summary:**

The Lead Utilities Data Analyst, under supervision, provides leadership in utilities billing, utilities rate-setting and related works. Supervises junior staff and/or student employees. Leads activities in reviewing research/analysis related to utility cost data to ensure high quality reports and conclusions.

**Essential Duties and Tasks:**

**40% Rate Setting and Budget Oversight**

* Oversees the annual rate-setting and recovery implementation.
* Reviews the data used in rate-setting and calculation results to ensure accuracy.
* Prepares budget guidance for all customers.
* Reviews and approves revenues and expenses, and audits report results.

**20% Utility Billing and Data Management**

* Oversees the monthly utility billing process, ensuring the accuracy of invoices and timely submission.
* Devises methods and procedures for obtaining, maintaining, and updating utility consumption data.
* Prepares reports and summaries for management and users, including financial status reports and utility billing process summaries.

**10% Performance Analysis and Project Management**

* Leads activities related to the analysis of campus building consumption and oversees the identification of meter/sensor issues.
* Manages projects assigned and reviews research/analysis related to utility cost data to ensure high-quality reports and conclusions.

**10% Staff Supervision and Training**

* Supervises junior staff and/or student employees.
* Provides feedback and directions to employees supervised to meet goals and objectives.
* Contributes to a safe work environment by reporting accidents and unsafe conditions.

**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 of equivalent combination of education or experience.
* Seven years 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

**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**