AUBURN
Human Resources

Analyst I, Utilities &Energy

Job Description

JOB INFORMATION

Job Code	NC85A
Job Description Title	Analyst I, Utilities &Energy
Pay Grade	FM10
Range Minimum	$37,800
33rd %	$44,100
Range Midpoint	$47,250
67th %	$50,400
Range Maximum	$56,700
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/30/2012

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Utilities

JOB SUMMARY

Oversees and collects Auburn University utilities and energy use data and provides information, analysis, studies, and recommendations

RESPONSIBILITIES

- Prepares and presents complex technical, analytical, and statistical reports that present and interpret data, identify alternatives, present and justify conclusions, forecasts, and recommendations.
- Develops data models based on objectives and goals from energy management initiatives which provide aligned achievement indicators and identify gaps and trend improvement.
- Identifies, develops, and maintains metrics for routine metric reports with analysis and monitoring effectiveness of initiatives for energy reduction and performance improvement for the utilities and energy.
- Assists in conducting analytical studies to support planning and performance evaluations for university utility infrastructure.
- Develops data models that forecast utility system demands based on actual and conceptual campus building plans.
- Provides overviews of campus utility use trends and improvement plans to internal and external audiences.
- Serves as a lead for Utilities and Energy in the development of strategic plans.
- Creates and maintains an energy database that supports accurate, timely, and complete client billing.
- Ensures that energy meters are read and recorded, energy payments to providers are accurate, and customer issues and questions concerning the accuracy of client bills are resolved.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Business Administration, Statistics, Engineering, or related field		0 years of	Experience in design, analysis, and reporting of data for energy systems	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.