
Auburn University Job Description

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|--------------|---------------------------------------|-----------|--------------------------------|
| Job Title: | Analyst, Utilities &Energy | Level I | Grade FM10 \$34,400 - \$48,200 |
| Job Code: | NC85 | Level II | Grade FM12 \$38,200 - \$57,300 |
| FLSA status: | Exempt | Level III | Grade FM14 \$44,500 - \$71,200 |

Job Summary

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

Essential Functions

1. Prepares and presents complex technical, analytical, and statistical reports that present and interpret data, identify alternatives, present and justify conclusions, forecasts, and recommendations.
2. Develops data models based on objectives and goals from energy management initiatives which provide aligned achievement indicators and identify gaps and trend improvement.
3. 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.
4. Assists in conducting analytical studies to support planning and performance evaluations for university utility infrastructure.
5. Develops data models that forecast utility system demands based on actual and conceptual campus building plans.
6. Provides overviews of campus utility use trends and improvement plans to internal and external audiences.
7. Serves as a lead for Utilities and Energy in the development of strategic plans.
8. Creates and maintains an energy database that supports accurate, timely, and complete client billing.
9. 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.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|--|---|---|
| I | Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact. | Knows fundamental concepts, practices and procedures of particular field of specialization. | Bachelor's degree in discipline appropriate to position with no experience. |
| II | Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required. | Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields. | Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent. |
| III | Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty. | Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area. | Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Business Administration, Statistics, Engineering, or related field

Focus of Experience

Experience in design, analysis, and reporting of data for energy systems

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

Valid Driver's License

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, .

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

Date: 7/30/2012
