



**JOB INFORMATION**

Job Code	NC85A
Job Description Title	Analyst I, Utilities &Energy
Pay Grade	FM10
Range Minimum	\$36,870
33rd %	\$43,020
Range Midpoint	\$46,090
67th %	\$49,160
Range Maximum	\$55,310
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.

**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 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 KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

## 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			

## WORKING ENVIRONMENT

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

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