

CLASS TITLE: SENIOR UTILITIES ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs systems analysis process design and management to ensure comprehensive and accurate revenue billing in the Utility Information Systems (UIS), including system conversion, implementation of projects of major complexity and size and other related required duties.

ESSENTIAL TASKS:

- Conceptualizes, analyzes, evaluates, integrates complex computer business functions/operations to provide accurate and appropriate utility billing
- Analyzes, develops and maintains reports, databases and queries to ensure accurate billing
- Participates in Utility Information Systems (UIS) testing, including writing specifications, drafting and executing test plans and analyzing results
- Conducts feasibility studies, evaluates alternatives and makes recommendations for software modifications and interface development
- Continuously evaluates existing systems logic and business processes, recommending revisions to insure optimal utilization of UIS software
- Reviews requested system changes, determines impact of design and integrity changes and develops detailed specifications for programming, testing and implementation
- Initiates, plans and coordinates in-depth reviews and analysis to investigate and resolve complex utility billing issues and may request/conduct additional field work
- Coordinates revenue assurance work to ensure utility accounts for new construction set up appropriately for billing
- Performs ongoing analysis of meter routing efficiency to ensure appropriate balance of meter reading, billing and credit work and coordinates updates as indicated
- Coordinates field automation to ensure results of field work accurately updated in real-time to the Utility Information system (UIS)
- Performs highly technical studies and analyses and provides recommendations, findings and reports
- Assumes role of project coordinator to include scope definition and critical path analysis, instructing, directing, controlling and evaluating the work of others in maximizing productivity and results
- Ensures accurate system documentation, coordinating and/or performing modification testing and develops, provides and/or coordinates training, educational tools and materials
- Participates in industry and other professional networks to ensure awareness of current standards, trends and best practices, strengthening organizational and technical knowledge
- Conducts technical presentations
- May oversee the work of Utilities Analysts and act as project manager in planning/scheduling and resource allocation
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in management information services, mathematics, statistics, business administration or accounting, including or supplemented by advanced coursework in computer sciences, and five (5) years experience in accounting or systems analysis and design; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of business and systems methodologies; comprehensive knowledge of methods, procedures and techniques used in systems analysis and design and programming; considerable knowledge of accounting, statistics, and modern business methods, principles, and practices; knowledge of the City's revenue/expenses; and knowledge of business process re-engineering concepts and methods. Ability to lead, facilitate and organize with proven project management, leadership, interpersonal and motivational skills; ability to understand and formulate sound concepts governing relational database structures, utilize reporting/query tools and construct SQL

statements; ability to work independently and recommend solutions to complex programming problems; ability to effectively communicate both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, bending, kneeling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; may require some travel to various City locations.

Class Code: 2026

EEO Code: E-02

Pay Code: EX-44

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective Date: May 30, 2007