

City of Fort Worth, Texas Job Description

Classification Title	Senior Utility Rate Analyst		
Job Code:	PR2590	Job Family:	Professional
Pay Grade	611	Date Created:	07/09/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs a wide variety of complex analytical support duties involving the review of utility operations for the proper determination of water and sewer retail and wholesale cost of service, setting of reasonable rates, conformity to rate and service regulations and analysis of historical and projected financial and operating data.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Conducts and analyzes water & sewer cost of service studies, long-range forecasts of expenditures, debt service and proposed rates.
2. Develops rate-setting guidelines.
3. Develops estimates of revenues to be generated.
4. Provides data and assistance in wholesale contract negotiations and contract administration.
5. Works with wholesale customer advisory groups regarding financial, budgetary, and contractual matters.
6. Formulates mathematical models after analyzing management and operational problems in order to find solutions using computer programming methods or other mathematical techniques.
7. Submits request for proposal (RFP) requests for consulting services when necessary.
8. Prepares and presents exhibits and testifies during rate adjustment hearings, as needed.
9. Analyzes complex or involved problems, in terms of management or operating information requirements.
10. Studies problems and prepares mathematical model of problem areas in form of one or more equations that relate constants and variables, restrictions, alternatives, conflicting objectives, and their numerical parameters.
11. Gathers, relates, and identifies data with variables by applying personal judgment and mathematical tests.

12. Prepares written reports to management, indicating solution or range of possible alternatives in rank of desirability and probability of success.
13. Reviews and assists in the development of financial plans and rates.
14. Reviews the approved budget to ensure that the proposed budget reflects reasonable funding levels, considering revenue estimates and general economic conditions or projections.
15. Performs fixed assets accounting.
16. Interprets regulatory requirements.
17. Reviews proposed legislative and regulatory rate requirements.
18. Performs other related duties as required.
19. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Utility rate setting procedures, methods and variables.
 - Principles and practices of general and municipal accounting and budgeting.
 - Debt service requirements
 - Revenue trends.
 - General municipal operations and procedures.
 - Mathematical models development and application.
 - Specialized computer applications used in utility rate setting and financial plan development.
 - Methods and techniques used to conduct a variety of analytical studies.
 - Related municipal and state legislation.
- **Skill in:**
 - Microsoft Office.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing
 - Work with details in analyzing various factors involved in rate setting.
 - Collect, prepare and present data.
 - Manipulate data in spreadsheets and perform analyses of data.
 - Project inflation rates.
 - Identify pertinent data for establishing service costs, and cost projections.
 - Prepare and present clear and concise reports.
 - Research and determine problem-solving approaches.
 - Communicate research, studies, reports, and service cost information to wholesale customers.
 - Understand and follow oral and written instructions.
 - Operate a variety of computerized equipment including various software and mainframe programs.

- Operate specialized computer systems used in financial reporting and rate setting.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field and four years of experience in general and/or municipal accounting dealing with revenue requirement determination, cost allocation, rate design, and other areas related to these duties.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.