Position Title	Operations Analyst	**Department**	Analytics
Subject to Recall	No	**Shift Work**	No
Residency Requirement	None	**FLSA Status / Union Status**	Exempt (salary) Non-Union
Supervision Received	Analytics Coordinator	**Supervision Exercised**	None

DESCRIPTION OF WORK

Under minimal supervision, the Operations Analyst is responsible for analytics within the Utility department, primarily focused in the Operations, Warehouse, and Engineering areas. This individual's role will be aligned with process improvement initiatives with a focus on standardizing key processes to reduce waste and improve customer satisfaction. This will include evaluation of key business processes with a focus on evaluating cost and cost improvement opportunities. Analytical responsibilities will also extend to critical capital projects, customer utility rates development, and external customer marketing initiatives (e.g. development of renewables, capacity sales, and demand-side management efforts).

QUALIFICATIONS

A Bachelor of Science Degree in Accounting, Finance, Business Administration or a related field, plus a minimum of three (3) years related work experience with the financial aspects of quality improvement projects, budgeting or lean manufacturing. Strong non-degreed candidates with significant demonstrated experience may be considered.

ESSENTIAL FUNCTIONS OF THE JOB

- Conducts analysis of project scheduling and execution data. Provides support to Engineering and Warehouse/Material Planning in addition to Operations departments, and acts as a liaison to streamline processes among departments.
- Provides analytical support during budget development along with tracking budget progress throughout all utility departments.
- Provides data analysis of operations projects (i.e., time studies, projections, etc.) Develops associated metrics and defines requirements and ensures that data is collected to support analysis of process costs and trends.
- Provides budget support for Operations departments; conducts financial analysis and monitoring of gas, water, sewer
- Provides scheduling support with Operations and Engineering. Facilitates CIAC (Contributions in Aid of Construction).

ADDITIONAL EXAMPLES OF WORK PERFORMED

- May serve as member of various committees.
- Performs miscellaneous job-related duties as assigned.
- Understands and complies with all pertinent safety standard.

REQUIRED KNOWLEDGE AND ABILITIES

- Previous experience with financial analysis, data analysis, and data mining, ability to not only gather, but analyze, interpret, present information, report and communicate analyzed results to HU leadership.
- Excellent communication and interpersonal skills, including the ability to converse with employees of diverse backgrounds. Demonstrated collaboration, negotiation and conflict resolution skills. Ability to effectively handle tasks with competing priorities.

EQUIPMENT/JOB LOCATION

Proficiency in the use and operation of equipment including but not limited to the following:

Personal Computer, Word Processing Software, Data Base/Spreadsheet Software, Financial Software, Print/Copying Machines, Mobile radio, Multi-line telephone. Work is performed primarily in an office setting; however, some duties require outdoor activities in a variety of conditions and temperatures.

ENVIRONMENTAL CONDITIONS

Exposure to:	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Acidic, harsh or oily substances			
Blood-borne pathogens			
Chemicals/hazardous waste			
Contaminants (pollutants, gases, dust or odors)			
Electrical hazards	X		
Extreme brightness			
Extreme cold (non-weather)			
Extreme darkness			
Extreme heat (non-weather)			
Fumes or airborne particles			
Infectious bacteria			
Minor burns, cuts, bites or stings			

Outside weather conditions	X		
Radiation			
Toxic or caustic chemicals/chemical spills			
Vibration	X		
Wet and/or humid conditions (non-weather)			
Regular use of or subject to:			
Computers/Monitors			X
Confined spaces			
Firearms or other controlled equipment			
High or precarious places	X		
Moving mechanical parts			
Respirator/SCBA			

PHYSICAL REQUIREMENTS

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Standing		X	
Walking		X	
Sitting		X	
Reclining			
Change of Position			
Reaching (extended hands/arm)	X		
Reach across Midline	X		
Handling (hold, grasp, seize, turn)		X	
Fingering (pinch/pick/type)			
Feeling (perceive attributes of objects)			
Crouching/Squatting (bend legs/spine)			
Crawling			
Balancing			
Stooping (bend at waist)			
Kneeling			
Climb (ladder/stairs)			
Talk			X
Hear			X
Taste or Smell			
Near Acuity			X
Far Acuity	X		
Depth Perception			X
Color Distinction			X
Field of Vision			X

MACHINE CONTROL OPERATION

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Arm/Hand			X
Leg/Foot			
Simple Grasp (grasp lightly)		X	
Firm Grasp (use pressure/force)			
Fine Manipulation		X	

LIFTING

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Lifting/Lowering (waist level)	0-20 lbs		
Lifting/Lowering (chair to floor)	0-20 lbs		
Lifting/Lowering (above shoulder)	0-20 lbs		
Carrying	0-20 lbs		
Pushing/Pulling (force exerted)	0-20 lbs		

Noise Level – Low to Moderate

In compliance with the Americans with Disability Act, Hastings Utilities provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The above description is intended to describe the duties of an employee in general terms and does not necessarily describe all duties. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.