

## **CLASS TITLE: UTILITIES TESTING ANALYST**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs advanced level systems testing and analysis to ensure accurate revenue billing in the City's Utilities Services section and other related assigned duties.

### **ESSENTIAL TASKS:**

- Coordinates and executes comprehensive testing
- Designs and writes specifications, develops and drafts test plans and analyzes and reports results
- Reviews documentation of new software releases, identifies problems and potential enhancements
- Performs back up duties to include reconciling the utility billing system and producing financial reports, returned checks and write-offs
- Executes daily batch setup
- Reviews the administration of the bankruptcy process
- Coordinates projects to ensure proper procedures followed and compliance with relevant laws
- Acts as team leader on assigned departmental projects
- Attends weekly system team, staff and other meetings as required
- Supports the Credit and Collections section with write-off administration
- Creates reports to identify errors and improve efficiencies
- 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 accounting, business administration or other related field, including SQL computer classes or related report writing language; and three (3) years of utility systems experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of accounting; considerable knowledge of system testing; considerable knowledge of laws, ordinances, regulations and policies governing utilities; good working knowledge of systems procedures and practices; and considerable knowledge of the use of database and spreadsheet software. Ability to analyze and interpret billing records and to prepare accurate and complete reports; ability to develop testing programs for utilities' systems, perform tests, analyze results and recommend solutions; 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 steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to five pounds; may be subject to sitting for extended periods of time, standing, walking, bending and reaching; 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; and occasionally will require travel to customer locations to inspect service setup outdoors and be in close proximity to open meter pits.

**Class Code: 3529**

**EEO Code: N-02**

**Pay Code: AT-36**

**Group: Fiscal**

**Series: Financial Management**

**Effective date: February 8, 2007**