



## **Operations Services Analyst**

The Long Island Power Authority (“LIPA”) is seeking a candidate for the position of Operations Services Analyst.

### **Job Description:**

The Operations Services Analyst supports the Operations Oversight department by analyzing data and preparing charts and reports summarizing and illustrating the Service Provider’s performance with respect to the metrics and goals established pursuant to the Operations Service Agreement (OSA). The Operations Services Analyst reports to the Manager of Operations Services Oversight and assists in reviewing the monthly metrics and ensuring that established key performance indicators are met.

### **Day-to-day responsibilities include, but are not limited to:**

- Develop and maintain procedures for the department’s oversight and administrative activities.
- Coordinate updates to the department’s work plan and oversight plan.
- Review and investigate reports provided by Service Provider to support their performance, recommend format changes, and develop associated reports for Authority use, including tables, graphs and charts, that can be integrated into presentations.
- Review and critique economic and benefit cost analysis models and projections provided by Service Provider to support proposed projects, contracts and budgets.
- Assist in the review of Service Provider’s metric benchmarking process.
- Assist in the preparation of briefing materials for the Board of Trustees.
- Maintain the department budget, assess monthly variances, and develop projections of remaining year expenditures.
- Review, monitor, and work with Authority management and Service Provider on timely compliance reports to the State (e.g., GATS, EO166, EO188, ZECs).
- Support other Operations Oversight Managers, Directors and the VP of Operations Oversight, as requested.

### **Knowledge and Experience Required:**

- Bachelor's degree in business, economics, accounting or related field.
- 3-5 years of electric utility experience.
- Experience in analyzing utility data.
- Analyzing customer usage data, power production data and presentation of data for trends.
- Working knowledge of computer programs including Microsoft Word, Excel, PowerPoint, SAS and data analytics software.
  
- Communicate effectively orally and in writing as appropriate for the needs of the audience.
- Excellent judgment and critical thinking, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Strong analytical ability. Self-motivated & detail-oriented: capable of executing complex analyses with little oversight.
- Strong quantitative and data analytics skills.
- Exhibits high ethical standards, expert judgement, and strong business acumen.
- Project management ability and experience managing multiple projects simultaneously.
- Ability to distill, simplify and communicate complex topics.
- Interpersonal skills, work collaboratively across departments and organizations.

LIPA offers a competitive salary and benefits package commensurate with experience and responsibilities.

LIPA is an equal opportunity employer.

### **Applying:**

Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at [operationoversightjob@lipower.org](mailto:operationoversightjob@lipower.org).