



City of Phoenix RATE ANALYST

JOB CODE 03850

Effective Date: 09/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to analyze, develop, and implement various user rate and miscellaneous fee structures. Responsibilities include the preparation of cost of service studies, development of fair and equitable rate structures, and implementation of the rate into the appropriate billing system. Work is performed under general supervision with considerable latitude for independent judgment. General direction and supervision is received from an Accountant IV, a Deputy Director, or a Management Services Administrator.

ESSENTIAL FUNCTIONS:

- Supervises professional accounting staff;
- Prepares cost of service studies and develops cost allocation models;
- Analyzes rate structure methodology for fair and equitable recovery of costs;
- Develops and implements rates for new services;
- Reviews long-range revenue requirements, economic and service trends and the impact of the rate change on revenue forecasts;
- Analyzes effects of government actions, regulations and legislation and makes recommendations for dealing with changes;
- Plans, implements and verifies rate changes in appropriate billing application systems;
- Analyzes alternative rate structures and methods of rate setting;
- Works with outside consultants on projects which affect rate setting procedures; Regular, reliable, and punctual attendance;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Cost analysis and cost accounting principles and their application to rate development.



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- Principles, concepts, and current practices used in the design of rates to recover cost of services.
- General practices of statistics with particular reference to their application to revenue, cash flow, cost analysis, and projections.
- Operation and regulation of public utilities, zoning, zoning adjustment, permitting, inspections, and plan review services.
- Policies and procedures of rate setting, cost recovery, and fiscal control.
- Regulations and standards from accredited sources in the field, e.g., water/wastewater utilities, building and construction activities.
- Research methods and techniques.
- Specialized computer applications related to utility billing/accounting.
- Budget process and analysis regarding the impact of revenue and expense forecasts on cost recovery.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Develop and analyze revenue requirements for the purpose of establishing adequate rates and charges.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar.
- Analyze difficult financial and economic data and draw logical conclusions.
- Evaluate and utilize small scale computer software packages.
- Uses financial and business software such as Excel, Word, Access and Powerpoint with proficiency.
- Interact frequently with senior City staff in developing and justifying reports and recommendations.
- Enter data or information into a computer terminal, personnel computer, or other keyboard device for various business-related computer applications.
- Communicate clearly and concisely, orally and in writing, on technical and nontechnical matters.
- Work cooperatively with other City employees and the public.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely,



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possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of professional level accounting or budgeting experience including one year of rate auditing, rate preparation, or rate analysis either for a government entity, utility, or a utility regulatory body, and a bachelor's degree in accounting, economics, public or business administration or related field. Other combinations of experience and education that meet the minimum requirements may be substituted.