



OPEN POSITION ANNOUNCEMENT!

Data Analyst

Open until filled. Posted 04/11/2025

San Diego County – hybrid work schedule set by Community Power

About the role: Community Power "SDCP" is seeking an experienced, driven, detail oriented and solutions-focused professional to join our growing team as a Data Analyst.

Under supervision of the Data Analytics Manager, the Data Analyst will be responsible for developing Business Intelligence (BI) reports and dashboards, handling and tracking data requests, testing and validating data, and contributing to data analysis projects. The Data Analyst will work with datasets from our local Investor-Owned Utility (San Diego Gas & Electric) and external Data Management vendors that can include electric meter data, billing data, program data and geospatial data. This role will be key for supporting the needs of internal departments and external stakeholders, by enabling them to find needed datasets and generate business insights.

WHO IS SAN DIEGO COMMUNITY POWER?

Community Power is a community-driven, not-for-profit public agency providing cleaner energy to the San Diego region. Formed in 2019, Community Power is the second largest Community Choice Aggregator (CCA) in California, serving nearly 1 million customer accounts across its member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated areas of San Diego County.

OUR HISTORY

Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and now serve seven member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated communities of San Diego County. Community Power was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. We are the second largest CCA in California, serving nearly 1 million customers. For more information, please visit SDCommunityPower.org.

COMMITMENT TO DIVERSITY

At Community Power, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and hope to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Develop queries to analyze data, find insights, and answer questions

- Develop reports and dashboards for internal insights and analysis
- Develop and maintain reports and dashboards for public meetings including Board of Directors, Community Advisory Committee and Financial Risk Management Committee
- Work with other teams to develop needed reports and dashboards
- Work to standardize reports to create consistency and repeatability
- Assist users across the organization with use of Business Intelligence (BI) tools, troubleshoot reports, answer data questions and help use and understand reports
- Receive and handle data requests from internal and external stakeholders
- Maintain data request tracking for all incoming data requests
- Maintain tracking of how requested data is securely shared, transferred and stored with internal and external stakeholders
- Assist with Quality Assurance and testing of incoming and outgoing data, new implementations, and data across systems and platforms
- Develop testing procedures to validate report data
- Work with vendors to troubleshoot data issues
- Write staff reports and deliver presentations at Board meetings
- Follow best practices as well as internal guidelines for data governance, responsible use and handling of sensitive or private information.
- Collaborate on data analysis projects
- Perform related duties and responsibilities as required

KNOWLEDGE, SKILLS, EXPERIENCE AND ABILITIES

- Conduct research, analyze data, and evaluate issues and programs and offer solutions
- Evaluate data to determine progress towards reaching agency goals
- Use statistical tools to interpret data sets, paying particular attention to trends and patterns that could be valuable for diagnostic and predictive analytics efforts
- Prepare clear and comprehensive correspondence, reports, presentations, proposals, and carry out independent research and fact-finding assignments
- Determine, develop, and implement objectives, strategies, policies, procedures, work standards, and internal controls to achieve short and long-term data governance goals
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems
- Effectively represent SDCP before the Board of Directors, Community Advisory Council, as well as in public and internal meetings
- Deal tactfully and maintain effective working and diplomatic relations with various levels of staff, the public, civic organizations, and representatives from governmental, industry, media, and other agencies
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests
- Promote teamwork, a positive work environment, and collaborative problem solving
- Work effectively under stressful situations involving tight deadlines
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines

EXPERIENCE:

- Strong experience with SQL, querying, database structure, and performing complex joins
- Strong experience with Python (and relevant packages) or other scripting languages
- Strong experience with Business Intelligence (BI) tools (PowerBI, Tableau, Qlik)
- Experience with AWS or other Cloud data platforms
- Experience with large datasets, complex joins, and a variety of data
- Experience with Microsoft Excel
- Preferred experience in Energy, Electricity or Renewable Energy industries

- Preferred experience with ArcGIS or other GIS (geographic information systems) tools
- Preferred experience with CRM systems (Microsoft Dynamics 365, Salesforce, etc.)
- Preferred experience with CCAs (Community Choice Aggregation or Community Energy)

QUALIFICATIONS AND EDUCATION

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the required qualifications would be:

A four-year degree from an accredited college or university in Data Science, Computer Science, Statistics, Machine Learning, Mathematics, Economics, or any other related quantitative field.

AND

A minimum of two to three (2-3) years of progressively responsible experience in a data or business analytics capacity or related field.

WORK ENVIRONMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds. Occasional local travel required and reliable transportation to be able to attend Community Power events, meetings, and workshops as needed is expected.

At Community Power we work in the communities we serve and in the office. Community Power works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

Community Power is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of Community Power as needed.

Compensation:

Salary Range: The position salary range is: \$84,900 - \$110,400; with exact compensation to be determined by Community Power, depending upon experience.

Benefits: Standard benefits package including but not limited to:

Insurance: Community Power offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. Community Power pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by Community Power.

Retirement: Community Power offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

How To Apply

Applicants must submit their resume, cover letter, and references using the "Apply today" functionality on our Career Opportunities webpage at:

[SDCommunityPower.org/about/career-opportunities](https://sdcommunitypower.org/about/career-opportunities)

COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN
DISABILITIES ACT (ADA) EMPLOYER