

## Job Description: Performance Assurance Analyst

Revision Date: 2018.08

Reporting Structure: Direct to Performance Assurance and Energy Leadership Manager

Department: Corporate

Direct Reports: No

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### ***POSITION PURPOSE***

The Performance Assurance Analyst handles and conducts data and administrative work, including data acquisition, energy data analysis, and benchmarkings. Additionally, the Performance Assurance Analyst will also act as a liaison with utility companies and administrators.

### ***DUTIES, TASKS AND RESPONSIBILITIES***

#### **Data & Administrative**

- Responsible for all utility data acquisition and energy data analysis for all post project performance monitoring and preliminary studies.
- Responsible for data entry of all post project utility data.
- Prepare a weekly report that identifies any monthly utility performance concerns.
- Assists with data entry and benchmarking of all preliminary energy studies.

#### **Collaboration & Communication**

- Act and collaborate with all utility companies as the primary liaison.
- Act and collaborate with other members of the PA team and the PSI engineering staff.

### ***BEHAVIORAL COMPETENCIES***

#### **Core Competencies**

- **Integrity** – Act with integrity; truthfulness, fairness and honesty.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – Conduct oneself as a steward-of PSI, supporting its growth & ability to help those in need.
- **Accountability** – Take responsibility for one's actions and decisions.

#### **Position-specific Competencies**

- **Initiative** – Acts in a serious and disciplined approach.
- **Attention to Detail** – Acts in a careful, deliberate, imaginative and serious way during the undertaking of defined work. Deals in a systematic and patient way with factual and technical information and processes. Stays focused directly on the knowledge base required for the task.
- **Reliability** – Focuses on the immediate work to be done. Acts in a disciplined, conscientious, hands-on approach with a focus on high quality and precise work with no mistakes.
- **Planning** – Plans thoroughly in a systematic way to ensure the correct steps are taken throughout the process.
- **Communication** – Communicates in a manner that is factual and reserved, yet confident.

### ***WORKING CONDITIONS***

- Office functions will primarily be performed at PSI's main business office.
- Onsite surveys, meetings, and presentations will be very limited.
- Long hours may be required prior to proposal submissions.



## **MINIMUM QUALIFICATIONS**

### **Education/Experience**

- A degree in engineering, finance, or business related area from an accredited college or university is preferred.
- Experience acquiring and analyzing data, and determining its impact on results and performance.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.