



Data Analyst

Orange County Power Authority's Finance and Technology team seeks an experienced and enthusiastic professional to carry out complex analyses for OCPA rates, billing operations management, customer account services, and load forecast analytics. Collaborating closely with various teams, including Power Services, Communications & External Affairs, and Regulatory and Legislative Affairs, the Data Analyst will develop data-driven solutions to tackle intricate problems

About OCPA:

OCPA is a dynamic, new agency, serving the public in the space of clean, and more affordable green energy. As a Community Choice Aggregator (CCA) in California, phased electric service was launched in April 2022. Currently, the Authority serves over 177,000 customer accounts in Southern California Edison territory. We currently serve three member agencies (Buena Park, Fullerton, and Irvine). The City of Fountain Valley has joined OCPA with service to begin in 2026. More expansion throughout the region is to come. OCPA's projected retail sales exceed 2,100 gigawatt-hours in 2025 and will increase with additional members. For more information, please visit our website at www.ocpower.org.

Submission Process: Applicants should send a succinct cover letter and resume with a minimum of three professional references to recruitment@ocpower.org.

Submissions will be reviewed continuously and interviews scheduled when a sufficient number of highly qualified individuals apply.

About the Position:

Duties and responsibilities include, but are not limited to:

- Performing ongoing reconciliation of customer billing data and financial reports in coordination with third-party data management service providers.
- Auditing customer bills and usage data to identify anomalies and coordinate corrections with the data management provider.
- Developing and maintaining dashboards and automated reports to track key metrics such as load forecasts, opt-out rates, arrearages, and rate impacts.
- Providing analytical support for rate design, regulatory filings, cost-of-service studies, and load forecasting.
- Collaborating with the Power Services, Communications & External Affairs, and Regulatory and Legislative Affairs teams to fulfill internal and external data requests promptly and accurately.
- Utilizing CRM platforms and data warehouse tools to extract, query, and transform customer data.

- Translating policy, regulatory, and operational challenges into data analysis tasks and actionable insights.
- Creating visualizations and presentation materials to support internal stakeholders, board reporting, and community outreach.
- Reviewing rate updates and related customer bill impacts in coordination with the data management company.
- Attending CalCCA and CPUC working groups and conferences, providing insights and updates to internal teams.
- Identifying and implement process improvements, including developing automated solutions and self-service reporting tools.
- Preparing professional reports, presentations, and correspondence related to data analytics and data management responsibilities.
- Performing other duties as assigned.

QUALIFICATIONS

Education and Experience

A Bachelor of Arts or Bachelor of Science degree from an accredited college or university is required, with a focus in Accounting, Finance, Statistics, Economics, Mathematics, Engineering, Data Science, or a closely related field. Candidates must also have a minimum of three (3) years of professional experience in data analytics, utility rate design, or financial analysis.

Experience working in a start-up environment, Community Choice Aggregation (CCA), investor-owned utility (IOU), or other electric utility is highly desirable.

The ideal candidate will possess strong analytical skills, the ability to work both independently and collaboratively, a passion for building scalable solutions and streamlining processes, a commitment to data-driven decision-making, and a strong interest in OCPA's mission.

Possession of a valid California driver's license is preferred, though not required unless duties necessitate travel.

The requirements below represent the knowledge, skills, and abilities necessary to succeed in the role.

Technical Skill

- Advanced proficiency in Microsoft Excel (including PowerPivot) and PowerPoint.
- Experience with business intelligence tools such as Power BI and/or Tableau.
- Proficiency in SQL; experience with Python or R is preferred.
- Experience developing and maintaining self-service data analytics platforms to disseminate insights across the organization.
- Familiarity with customer relationship management (CRM) systems and data warehouse environments.
- Strong analytical skills with the ability to extract, clean, and analyze data, and translate findings into actionable business recommendations.
- Knowledge of utility rate design, energy program development, revenue requirements, and load forecasting.
- Understanding of electric utility generation, retail business models, and customer rate

structures.

- Familiarity with California Public Utilities Commission (CPUC) regulations, including utility ratemaking, tariffs, and contracts.
- Knowledge of policy development and its application to data analysis and reporting.
- Strong written and verbal communication skills.
- Ability to prioritize tasks, manage shifting priorities, and work independently in a dynamic, fast-paced environment.
- Team-oriented with a flexible, proactive mindset and the ability to adapt quickly to evolving business needs.

Ability to

- Demonstrate integrity, patience, tact, and professionalism in all interactions.
- Exhibit a strong work ethic and take initiative in a fast-paced, start-up environment.
- Engage effectively with passionate internal and external stakeholders.
- Maintain a high level of attention to detail with strong organizational and analytical skills.
- Complete projects and reports accurately and on time, while managing competing priorities.
- Work both independently with minimal supervision and collaboratively as part of a team.
- Exercise sound judgment when managing multiple priorities and ambiguous tasks.
- Perform effectively and efficiently under pressure.
- Tolerate uncertainty and proactively drive tasks to resolution.
- Contribute positively to diverse, cross-functional teams.

Other Qualifications

Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.

Collaboration: Develops networks and builds alliances; engages in cross-functional activities.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Fiscal Management: Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

Vision/Strategic Thinking: Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer/laptop; operate a motor vehicle and visit various meeting sites in

Orange County to conduct the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification include bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must be able to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority representatives, government officials, business representatives, and the general public to explain the Authority's programs and request and provide information.

COMPENSATION AND BENEFITS

Salary is commensurate with experience. The salary grade for this position is BD2, and the salary range is \$8,675 to \$12,492 per month. OCPA offers a generous benefits package that includes:

- Individual, family, and domestic partner health insurance (medical, dental, vision)
- Life, short-term disability, and long-term disability insurance coverage
- Retirement with employer matching (up to 14% of salary)
- Paid time off (PTO)
- Ten paid holidays and two floating holidays
- Health and wellness reimbursement benefit
- Technology stipend
- Flexible spending accounts (FSA) – health and dependent care
- Employee Assistance Program (EAP)

This is an exempt position. This is not a civil service position; however, some OCPA employees may be required to submit a Statement of Economic Interests form, also known as Form 700.

Orange County Power Authority is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.