REDWOOD COAST
EnergyAuthority

County of Humboldt • Arcata • Blue Lake • Eureka • Ferndale • Fortuna • Rio Dell • Trinidad • Humboldt Bay Municipal Water District

Data Analysis Associate   Position #259

Opening: available immediately

Compensation: $16.27 - $20.37 per hour (20 to 40 hours per week, appointments typically start at the beginning of the compensation range). This temporary position does not include employee benefits. The initial appointment is twelve months with the potential for an additional six-to twelve-month extension, contingent upon budget and performance.

The Data Analysis Associate supports RCEA's Community Choice Energy and Demand Side Management programs, providing services such as rate analyses for local utility customers and maintenance of existing data tools and dashboards. While Humboldt County's Covid-19 shelter-in-place order is in effect, RCEA is supporting remote work for staff, but intends for this position to be office-based once it is determined safe.

Activities may include:

- Maintaining RCEA's existing Python-based utility rate analysis tool
- Creating additional data analysis tools as needed
- Data mining to identify potential customers for RCEA's energy efficiency and demand response programs
- Documentation of updates to RCEA data tools
- Assisting in implementation and population of a new customer database

Preferred Education:

- Possess or in the process of earning a bachelor's degree in a quantitative field such as Accounting, Engineering, Statistics, Economics, Computer Science, or Bioinformatics
- Candidates without this educational background but demonstrating many of the preferred qualifications listed below will be considered for the position

Preferred Qualifications:

- Proficiency in Microsoft Excel (at minimum graphing, Vlookups and Pivot Tables, ideally Power Query and conditional formatting)
- Proficiency in R, Python, and SQL
- Proficiency in GIS, and ideally Q-GIS
- Experience using customer relationship management (CRM) systems
- Strong quantitative skills
- Attention to detail, accuracy, and exceptional problem-solving skills

www.redwoodenergy.org
633 3rd Street – Eureka, CA 95501
707.269.1700 (local) – 800.931-RCEA (toll-free) – 707.269.1777 (fax)

Responsibilities:

- Create analyses, dashboards, and presentations as requested by management
- Create maps and perform spatial analyses
- Check reporting results and flag potential issues
- Troubleshoot data issues by validating different data sources
- Analyze business performance trends to identify growth opportunities for RCEA programs
- Maintain confidentiality of sensitive information and materials
- Other duties as assigned

Candidates with the following characteristics may excel in this role: Strong analytical capabilities, highly organized, ability to prioritize multiple tasks from different departments, attention to detail, willingness to learn and accept challenges.

The Redwood Coast Energy Authority (RCEA) is a joint powers agency located in Eureka, California. RCEA was formed by local governments to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient, and renewable resources available in the region. RCEA launched a Community Choice Energy program in 2017 through which we are procuring electricity for Humboldt County residents and businesses.

Application Instructions:
Applicants must submit an RCEA Employment Application, resume and cover letter to RCEA, 633 3rd Street, Eureka CA 95501, or hr@redwoodenergy.org, Data Analysis Associate, Position #259. Please include the position title in your cover letter and in the subject line (when emailing). Incomplete application packages are subject to immediate disqualification. Applications are available at **www.redwoodenergy.org**.

Application Deadline:
This position is open until filled. The initial review of applicants will be held **1/15/2021.**

The Redwood Coast Energy Authority is committed to a diverse workforce and is an equal opportunity employer. RCEA maintains and promotes a policy of nondiscrimination and nonharassment on the basis of race, religion, color, sex, age, disability, veteran or marital status, sexual orientation, gender identity, national origin, or genetic characteristic. RCEA strongly encourages people of color, women, and those who identify as LGBTQ to apply.