



Job Search Center

IT Planning Analyst-12002742

Department Overview

The EBT (Electric Business Technology) organization is a group of professionals that create value for PG&E by maintaining integrated technology roadmap and architectural standards that assure IT investments optimally align with business objectives.

Position Summary

The IT Planning Analyst will assist in planning and forecasting budgets, control those budgets, provide operational analysis planning analysis, along with developing metrics for the department. The IT Planning Analyst job family provides planning and management assistance in the following areas: planning research support, program budgetary requirements, monitoring and product and project managers in prioritizing spend. Also, provide input to the IT Program and Governance processes, assist in development of a prioritized budget for the IT organization as well as working with other financial personnel to ensure accurate budget management. All employees are responsible for performing their jobs in accordance with PG&E's vision and values.

Responsibilities

- **Financial Activities:** Work closely with program manager/delivery leads and financial support group on cycle forecast management, contract management, General Rate Case -GRC planning, and annual IT budget planning. Assist with operations and provide general support to the assigned IT organization. Responsibilities may include participating in the preparation of the annual business plan for the assigned IT functional area, and coordinating the contract and resource management efforts. Maintain annual expense budgets utilizing proper accounting/budgeting controls, enter financial tracking system, and provide regular and ad-hoc financial status reports. Implement cost allocation program, and respond to questions and concerns from the business areas. Review contract invoices, identify disparities, and resolve basic issues with vendors. Coordinate and support the business planner with department budget cycle forecasting and Provider Cost planning. Monitoring, Controlling, and Accounting - Proactively monitor and support monthly PCC, baseline, and project. Coordinate the corrections of errors in SAP charges. Maintain and validate vendor invoices.
- **Resource Planning:** Support labor forecasts, projects, and initiatives.
- **Contract Management Coordination:** Coordinate and manage asset management, documentation/communications, contract management, vendor management, training, and lifecycle management.
- **Initiative/Project Coordination:** May serve as the liaison between IT technical teams, resource manager, and human resources organization to develop and implement appropriate IT talent management activities. May participate in the development, implementation, and maintenance of IT communication strategies and plans. Work as a liaison among stakeholders and communicate requirements for changes to business processes, policies, and information systems.
- **Operational Performance Analysis -** Analyze cost and provide explanations of monthly variances with emphasis on identifying problems and appropriate corrective actions. Meet with business planner to review costs, discuss variances, and project. Track resource's baseline and project charges to ensure that the forecast is on target.
- **Strategic Planning and Analysis -** Fulfill ad-hoc requests for data analyses and project report related data. Liaison with business planner to ensure that budget related information is communicated.
- **Metrics -** Analyze and perform calculations of the Electric Business Technology's metric information. Coordinate and maintain Electric Business Technology dashboard to the leadership team. Mature metric dashboard to include sub-organizational continuous improvement to metric presentation. Plan cost of service and performance/quality analysis. Perform business process analysis and identify processes that can be streamlined and identify opportunities for improvement.

Minimum Qualifications Required:

- BA/BS in Computer Science, Business, or equivalent experience; typically requires 3 - 5 years of IT business experience
- Three to five years related budget, financial and program systems and processes experience
- Has good knowledge of business and financial planning, professional concepts as they apply to the IT organization
- Strong business understanding of the IT organization
- Solid problem-solving skills (i.e., exercises independent judgment and discretion to perform assigned tasks from low complexity using established procedures, standards, and guidelines)
- Work independently on small to medium initiatives.
- Strong oral and written communication skills
- Strong analytical skills, detail oriented and self-directed
- Strong knowledge of financial systems and concepts, Microsoft Office tools (Excel, Word, Access, PowerPoint, Visio Project) and SharePoint or equivalent collaborative tools.
- Experience in budgeting process.
- Strong presentation and interpersonal skills
- Resourcefulness
- Workload/Time Management

Desired Qualifications:

- Knowledge of SAP Business Warehouse, procurement, good receipt processes, operational budget management
- Successful interactions at various organizational levels (from line employees to managers to directors to officers)
- Problem-solving skills, self-directed, solution oriented.
- Perform assigned tasks of moderate to high complexity using established procedures, standards, and guidelines Work independently on multiple projects as a project team member, frequently as a project leader
- Good knowledge of Microsoft Project/Crystal Reports/Primavera
- Ability to communicate and recommend new processes and changes to gain organizational support; exercise independence and discretion in matters of significance with broad scope from medium to high complexity
- Xcelsius experience

Pacific Gas and Electric Company is an AA/EEO employer that actively pursues and hires a diverse workforce.

Job Category Information Technology

Primary Location United States of America

Job Level Individual Contributor / Associate

Schedule Full-time

Travel Yes, 10% of the time