

**City of San José**  
**CLASS SPECIFICATION**

**Title: Power Resources Specialist I/II (5250/5251)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Community Energy	Varies	Exempt

**CLASS SUMMARY**

Under general supervision (Specialist I) or direction (Specialist II), plans and supports energy resource planning and procurement activities in support of the Community Energy Department, including supply and demand-side analysis, forecasting, contract negotiations, and review of California Independent System Operator (CAISO) scheduling and settlements. May assist in coordinating complex short and/or long-term projects or contracts. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the flexibly staffed entry/journey class in the Power Resources series, described as follows:

**Power Resources Specialist I** - This is the entry-level level class in the Power Resources series providing support for energy resource planning and procurement activities. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Power Resources Specialist II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

**Power Resources Specialist II** – This is the journey-level class in the Power Resources series responsible for performing the full range of professional support for energy resource planning and procurement activities. Incumbents are expected to work independently and exercise judgement and initiative. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned project area. Assignments are given with general guidelines and oversight. This class is distinguished from the higher level class, Senior Power Resources Specialist, in that the latter class - may supervise lower level classifications and works on more complex projects with a broader scope.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

***Power Resources Specialist I***

A Bachelor's degree from an accredited college or university in Business, Economics, Engineering, Environmental Studies, Law, Natural Resources, Statistics, or an analytical degree related field to utility business.

***Power Resources Specialist II***

A Bachelor's degree from an accredited college or university in Business, Economics, Engineering, Environmental Studies, Law, Natural Resources, Statistics, or an analytical degree related field to utility business AND one (1) year of experience in energy resources operations, planning, purchasing, scheduling, or contract negotiations.

**Acceptable Substitutions**

None

**Required Licensing (such as driver's license, certifications, etc.)**

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Possession of a valid State of California driver's license may be required.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- 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. Demonstrates basic knowledge of negotiation skills.
- Fiscal Management – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills, and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- Project Management – Ensures support for projects and implements agency goals and strategic objectives.
- Vision/Strategic Thinking – Supports, promotes, and ensures alignment with the organization's vision and values.

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DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to the following:	FREQUENCY*
1.	Supports and undertakes projects related to power forecasting, planning, procurement, and validation. Undertakes and approves energy purchases or sales of surplus energy, subject to the Risk Management Policies; supports tracking and validation of CAISO scheduling and settlements.	Daily/Several Times
2.	Plans and supports the negotiation and facilitation of energy resources contracts, services, and agreements; assists in preparing bids, specifications, and other supporting documentation; provides support to consultants and/or contractors.	Daily/Several Times
3.	Assists in providing quality assurance of programs and services; including evaluating and understanding the needs of the residents and City goals, objectives, and mandates.	Daily
4.	Assists in monitoring compliance with policy directives, federal, and state laws, rules and regulations, and local codes and standards; evaluates regulatory and legislative initiatives to ensure compliance with energy risk management policies.	Weekly
5.	Conducts studies, develops analytical models, system studies, and forecasting analyses and drafts recommendations related to energy resources planning, supply and demand, energy risk management, and forecasting.	Weekly
6.	Maintains and updates short and/or long-term operating and financial plans, including but not limited to developing cost, schedule, and tracking systems for projects.	Weekly
7.	May supervise or lead clerical or technical personnel in administrative support functions as assigned. Provides lead direction and training to support staff by assigning and reviewing feedback on tasks.	As Required
8.	Reviews bills for accuracy and participates in audits and analysis of power purchases and sale agreements.	As Required
9.	Assists in the preparation and monthly monitoring of the Department's budget, including revenue and expense forecasting.	As Required
10.	Supports and provides analysis of rate and cost of service studies.	As Required
11.	Performs other related duties as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;

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- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

**CLASSIFICATION HISTORY** *Created 01/19; s000*