

City of San José
CLASS SPECIFICATION

Title: Principal Power Resources Specialist (5254)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Community Energy	Deputy Director	Exempt

CLASS SUMMARY

Under administrative direction, manages and plans the activities of major technical projects or highly complex contracts within the Community Energy Department. Oversees the most complex and technical energy resource planning and procurement activities for the City between external agencies and private utilities; oversees scheduling and settlement with the California Independent System Operator (CAISO); provides advanced level technical guidance to subordinate staff and contractors; may serve in the absence of the Deputy Director as required. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the third level class in the Power Resources Specialist series. Incumbents in this class may act as an individual contributor, serving as a high level technical advisor on resource projects or contracts and/or manage the most complex short and/or long-term energy resources planning and procurement activities. Incumbents in this classification collaborate extensively with external agencies and private utilities. This classification requires extensive and in-depth knowledge of energy trading and scheduling and the federal, state, and local laws, regulations, and guidelines that govern them. This classification is distinguished from the lower level Senior Power Resources Specialist in that the latter classification does not act as a high level technical advisor on major projects or contracts, or manage the most complex negotiations, projects, or contracts that have the highest amount of risk for the City.

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

A Bachelor's degree from an accredited college or university in Business, Economics, Engineering, Environmental Studies, Law, Natural Resources, Statistics, or related field to utility business AND six (6) years of progressively responsible related experience overseeing and administering energy resources operations, planning, purchasing, scheduling, or contract negotiations. A Master's degree is highly desirable.

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

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

Acceptable Substitution

A Master's degree in a related field, may be substituted for up to two (2) years of the required experience. There is no substitution for the required Bachelor's degree.

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 and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations, including but not limited to: energy management,

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which may include experience with Electric Utilities, Electricity Generators or suppliers, California Independent System Operator (CAISO), California Public Utilities Commission, California Energy Commission, contract experience in power purchase agreements and/or the Edison Electric Institute agreement, and short-term Western Systems Power Pool (WSSP) transactions, knowledge of CAISO scheduling and settlements operations, knowledge of renewable, green-house gas-free and conventional electricity supplies and strong market knowledge.

- 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 polices including Energy Risk Management policies.
- Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- 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.
- Supervision – Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- 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.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (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.	Oversees and undertakes complex 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; oversees CAISO scheduling and settlements.	Daily/Several Times

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2.	Manages and plans the activities of a major technical project or contract. Acts as a technical advisor on the most complicated projects and contracts.	Daily/Several Times
3.	Develops, manages, and directs the implementation of short and/or long-term operating financial plans related to energy portfolios and operations.	Daily/Several Times
4.	Manages and oversees the most financially complex and highest risk energy resource planning, contracting, negotiations, services, and agreements; resolves disputed provisions of existing contracts.	Daily/Several Times
5.	Collaborates and builds contacts with other organizations and representatives, regulatory agencies, and the public; represents the division and department to outside agencies and organizations; acts as a technical and professional resource providing support and assistance reflective of the City's concerns and interests.	Daily
6.	Recommends and monitors changes to organizational processes and policies to ensure compliance with energy market requirements, improve operations, mitigate risks, increase revenue, and decrease costs. Provides direction in the implementation of policies and procedures and ensures action plans are in support of department and City goals, objectives, and mandates.	Daily
7.	Supervises subordinate supervisory and other staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations. Evaluates training needs and workload balance for staff and prepares plan for implementation. Provides advanced technical guidance to contractors and consultants.	Daily
8.	Plans, implements, and evaluates department programs and initiatives as they are related to energy resource projects.	Daily
9.	Manages and conducts marked-to market, rate and cost of service studies. Benchmarks utility activities, services, and costs with comparator agencies and makes recommendations based on comparator findings.	Weekly
10.	Oversees and may perform the most complex studies, evaluates analytical and forecasting models and systems surveys; reviews and analyzes data, and prepares recommendations related to energy resources planning, supply and demand, energy risk management, CAISO scheduling and settlements, and forecasting.	Weekly
11.	Manages customer survey projects providing quality assurance of programs and services, including evaluating and understanding the needs of the residents and City goals, objectives, and mandates.	Weekly
12.	Presents reports and information to the City Council, boards, committees, and other divisions or departments.	Weekly
13.	Keeps abreast of power supply and energy developments and programs and evaluates opportunities for new sources or available technology.	Weekly
14.	Directs and coordinates audits on power purchases and sale agreements.	As Required

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15.	Researches and prepares a variety of highly technical and administrative reports; prepares written correspondence on the more sensitive issues; prepares reports and presents at the City Council and commissions/committees periodically and upon request.	As Required
16.	Provides recommendations and coordinates preparation and monitoring of the Department's budget, including revenue and expense forecasting and analysis; prepares budget documents and reports.	As Required
17.	May act in the absence of the Deputy Director.	As Required
18.	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;
- 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*