

City of San José
CLASS SPECIFICATION

Title: Senior Power Resources Specialist (5253)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Community Energy	Varies	Exempt

CLASS SUMMARY

Under general direction, coordinates and plans complex energy resource planning and procurement activities in support of the Community Energy Department. Performs energy resources and supply and demand-side management analysis, energy risk management, forecasting, monitors, tracks and validates California Independent System Operator (CAISO) scheduling and settlements, and provides technical compliance with applicable federal, state, and local laws. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the second level class in the Power Resources Specialist series. Incumbent in this class perform complex energy planning, trading and scheduling functions in support of energy resources activities. This classification may provide guidance to energy purchasers and consultants in support of the Community Energy Department. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned project area. This classification is distinguished from the higher level Principal Power Resources Specialist in that the latter class is a high level technical advisor and works on the most complex projects or contracts with the highest amount of risk. This classification is distinguished from the lower level Power Supply Resources Specialist in that they may supervise or lead the work of a higher level and the scope of projects they work on is broader and more complex in nature.

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 three (3) years of experience in energy resources operations, planning, purchasing, scheduling, or contract negotiations.

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

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

Acceptable Substitution

None

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, which may include experience with: Electric Utilities, Electricity Generators or suppliers, California Independent System Operator (CAISO), California Public Utilities Commission,

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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 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 good financial management skills and understands complex energy procurement practices. Complies with applicable laws and polices including Energy Risk Management policies.
- 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.

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.
- 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.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (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.	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; monitors, tracks and validates CAISO scheduling and settlements.	Daily/Several Times

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2.	Coordinates and plans the negotiation of complex energy resource supply contracts, services, and agreements. Prepares scope, goals, outcome measures, schedules, and other supporting documentation; confirms rates and service terms; prepares bids and specifications; oversees consultant and contract agreements.	Daily/Several Times
3.	Collaborates and builds contacts with other organizations and representatives, regulatory agencies, and the public; ensures program compliance and makes recommendations to meet the needs of the public and City; may serve as a liaison to electric utility agencies, and regulatory bodies.	Daily
4.	Ensures compliance with policy directives, federal and state laws, rules and regulations, and local codes and standards; provides recommendations and assists in the coordination of organizational processes and policy revisions.	Daily
5.	Supervises subordinate 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. Serves as a resource and may provide guidance to contractors and consultants.	Daily
6.	Conducts studies, develops analytical models, system studies, and forecasting analyses, evaluates costs and benefits and prepares recommendations related to energy resources planning and procurement, supply and demand, energy risk management, and forecasting.	Weekly
7.	Oversees and conducts 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
8.	Monitors, tracks and validates CAISO scheduling and settlements; undertakes and approves energy purchases or sales of surplus energy, subject to the Risk Management Policies.	Weekly
9.	Develops short and/or long-term operating and financial plans related to developing cost, schedule, and tracking systems for projects.	Weekly
10.	Keeps abreast of power supply and energy developments and programs and evaluates opportunities for new sources or available technology.	Weekly
11.	Conducts audits on power purchases and sale agreements.	As Required
12.	Prepares reports and makes recommendations to management and the Community Advisory Committee.	As Required
13.	Assists in the preparation of the Department's budget, including revenue and expense forecasting and analysis and drafts budget proposals and reports.	As Required

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14.	Conducts marked-to-market, rate and cost of service studies; benchmarks utility activities, services, and costs with comparator agencies and prepares recommendations based on comparator findings.	As Required
15.	May represent the Department and/or City at events or meetings.	As Required
16.	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*