



CITY OF GLENDALE
Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
<http://www.glendaleca.gov>

INVITES APPLICATIONS FOR THE POSITION OF:
Energy Marketer/Trader

An Equal Opportunity Employer

SALARY: \$8,260.08 - \$12,015.58 Monthly

OPENING DATE: 04/23/18

CLOSING DATE: Continuous

FLSA STATUS: Exempt

EXAMINATION TYPE: Promotional and Open Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

Under general direction, this mid-management classification prepares, schedules and arranges for the purchase, sale and/or transfer of electrical energy, associated fuels, as well as carbon and renewable energy products used in the operation of the City of Glendale's electric utility.

Essential functions of the job include, but are not limited to, the following:

Oversees all aspects of power scheduling, marketing and trading, maintaining relations with wholesale customers, maximizing utilization of City-owned resources and minimizing cost to the City's rate payers.

Forecasts near term energy needs by inputting weather data and other variable energy consumption requirements into a computerized database, retrieving historical statistics, analyzing reports relating to fuel and equipment efficiencies and economy of operation, and mathematically calculating predicted demands.

Arranges for the purchase, sale and/or transfer of blocks of electrical energy and coordinates purchases or sales with the City's power plant, other utilities, and fuel supply/transportation entities, both local and out-of-state, on a daily, monthly or annual basis, and prepares and issues power schedules using a computerized system. Signs contracts on behalf of the City involving the purchase, sale and/or transfer of energy and natural gas, and acquires profits and revenue in doing so.

Trades and hedges energy commodities, options, heat rates, carbon, and renewable energy products in various markets.

Directs real-time scheduling and marketing personnel on matters pertaining to power contracts, power schedules, transmission line curtailments, availability of energy resources and energy pricing both verbally and in writing.

Assists in preparing financial and written reports for Department management and local, State and Federal agencies regarding power operations, power purchases, and power consumption on a

weekly, monthly and annual basis using statistical data retrieved from a computerized system.

Acts as Departmental liaison to regulatory agencies, vendors, and other City departments.
Represents Power Management at meetings and appears on his/her behalf before commissions, boards and other agencies upon assignment.

Acts as the System Matter Expert (SME) for the North American Electric Reliability Corporation (NERC) reliability standards assigned to the Energy Trading Group, which includes monitoring and establishing systems that ensure compliance.

Recommends changes in power system operations, and Divisional policies and procedures.

Assists back office personnel in resolving inaccuracies in monthly settlements with the City's counterparties.

May drive on City business depending on the needs of the position.

Ensures Department services are provided with the highest customer service and ethical standards.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

Basic mathematical operations such as addition, subtraction, multiplication, and division.

Basic statistics such as averages, percentages and ratios.

Complex financial instruments, including the securities and commodities markets.

Computers used in the rapid buying and selling of power.

Electrical engineering, power plant operations and electrical dispatching.

Federal, State and local laws, regulations, policies, and procedures pertaining to the electrical utility field.

Physical and financial markets, regulatory market design, and competitive marketplace profiles.

Trading and hedging strategies.

Knowledge of and skill in:

Exceptional customer service practices.

Skill in:

Effective verbal and written communication both on a one-on-one and on a group basis.

Making independent judgments and decisions based on standard policy or procedure.

Use of a computer and related software including Microsoft Excel.

Ability to:

Communicate effectively, both orally and in writing.

Develop and implement policies and procedures.

Effectively interact and negotiate with energy suppliers.

Establish and maintain smooth and effective working relationships and resolve interpersonal conflicts.

Maintain records, including transaction records and reserve compliance records.

Model and practice the highest standards of ethical conduct.

Prepare analytical and financial reports.

Provide clear work instruction.

Provide exceptional customer service.

Read, write and comprehend directions in English.

Work under pressure and maintain a high profit margin in the marketing and trading of energy.

Other Characteristics

Willingness to:

Travel as necessary.

Work the necessary hours and times to accomplish goals, objectives and required tasks.

Assume responsibility for maintaining a safe working environment.

Experience

Six years increasingly responsible sub-professional engineering experience or power system operation dispatch experience in the electrical utility field. Experience trading in the California Independent System Operator (CAISO) or other Regional Transmission Organization (RTO) markets is highly desirable.

Education/Training

Bachelors' Degree in Engineering, Computer Science, Business Administration, Finance, Economics or a related field.

License(s)/Certification(s)

Valid California Class C driver's license.

Promotional Eligibility

Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment, and is occupying a permanent full-time classification on file in the Human Resources Department. Hourly City employees may be considered, provided that they furnish proof of continuous employment immediately preceding the final filing date, which would equal a minimum of six months of full-time service or 1040 part-time hours. (Civil Service Rule VIII 4-E).

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

The examination will consist of an evaluation and an oral, with the evaluation as a qualifying step and the oral 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subject to a background investigation including LiveScan fingerprinting. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.glendaleca.gov>

Job #16-00031
ENERGY MARKETER/TRADER

Energy Marketer/Trader Supplemental Questionnaire

- * 1. The position you are applying for is a promotional/open position for current City of Glendale employees as well as for the general public. If you are a current City employee, please enter your City of Glendale Employee ID Number. If you are not a current City Employee, please

write N/A

- * 2. Do you possess a Bachelors' Degree or higher in Engineering, Computer Science, Business Administration, Finance, Economics or another related field?
☐ Yes ☐ No
- * 3. Do you possess at least six years of experience in increasingly responsible sub-professional engineering or power system operations?
☐ Yes ☐ No
- * 4. If your answer to question #3 is YES, please provide details surrounding your sub-professional engineering or power system operations experience. If your answer to question #3 is NO, please enter N/A.
- * 5. Does transmission need to be considered when trading power based on system load outside of a nodal market? Please explain your answer.
- * 6. What is economic dispatch and how does it influence energy trading?
- * 7. If you currently work for a public agency or have worked for one in the last 5 years, please list your position title as well as your final monthly salary or hourly wage.
- * 8. Within the salary range as identified on this bulletin, what are your salary expectations for this position?
- * 9. How did you FIRST learn about this position?
 - ☐ City of Glendale Website
 - ☐ Visited Human Resources in person
 - ☐ Currently a City employee
 - ☐ Friend or relative
 - ☐ Saw job posting somewhere
 - ☐ GTV6
 - ☐ LinkedIn
 - ☐ Twitter
 - ☐ Other
- * Required Question