



CITY OF SANTA CLARA  
invites applications for the position of:

# Resource Analyst II

**SALARY:** \$48.72 - \$62.24 Hourly  
\$8,445.00 - \$10,788.00 Monthly  
\$101,340.00 - \$129,456.00 Annually

**OPENING DATE:** 03/13/19

**CLOSING DATE:** 04/10/19 04:00 PM

**EXAM WEIGHT:** 100% Oral

**TENTATIVE EXAM INFORMATION:** 100% Oral Exam- Wk. of April 22, 2019  
(Open/Promotional Recruitment)

**DESCRIPTION:**

**Preferred Filing Date- 4:00 p.m. on Wednesday, April 10, 2019**

**To receive first consideration in the screening process:**

Submit a 1) Completed City Application and 2) Current resume by the preferred filing date.  
This position may remain open until filled.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test. Depending on the applicant pool, a limited number of applicants may be invited to the oral examination. Candidates must attain a passing score on the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

The Resource Analyst II is the journey level position in the Resource Analyst series assigned to work in the City's Electric Utility Department, Silicon Valley Power (SVP). Incumbents in this classification perform supply resource planning, acquisition, and portfolio management assignments in a wide range of projects and may serve in a project manager capacity as required. This position exercises a high degree of responsibility for specialized research, analysis, and program administration.

**TYPICAL DUTIES:**

Duties may include, but are not limited to, the following:

Under minimal supervision:

- Prepares, analyzes, supports negotiations of, and administers contracts and agreements related to planning, project development, transmission purchase and sale, interconnection, power product purchases, balancing authority area, and settlement agreements
- Reviews, evaluates, and drafts contracts, and regulatory filings related to Silicon Valley Power's resource and transmission interests
- Prepares requests for proposals and evaluates technical, economic, and regulatory feasibility of contracts and projects
- Manages consultant contracts, utility resource planning projects, schedule coordination, political liaison, public relations, inter-utility coordination, and quality control
- Optimizes the City's power supply portfolio by identifying, analyzing, and assessing market trends and costs and making appropriate recommendations regarding short-term and long-term strategic planning
- Assists in the development and implementation of policies and procedures related to resource

planning and management

- Assists in rate and cost of service studies as required and formulates recommendations for utility rates
- Performs resource planning, commodity price risk management, and price setting studies
- Researches, follows, and makes recommendations regarding proposed legislation, regulatory changes, litigation, power supply contracts, energy transactions, and current trends that affect the City's position in the energy market
- Ensures program compliance with Federal, State, and local laws, rules, and regulations
- Participates in the California Independent System Operator (CAISO) stakeholder process
- Develops and implements programs, systems, procedures, and operating methods
- Assists in the development of commodity budget forecasts
- Conducts and prepares reports of wholesale energy products and resource planning studies to yield a portfolio of supply resources to best meet the customers' needs
- Represents the City's electric utility interests to a variety of organizations and agencies on power resource planning
- Works with other industry organizations/agencies, such as Pacific Gas & Electric (PG&E), California Independent System Operator (CAISO), California Municipal Utilities Association (CMUA), Northern California Power Agency (NCPA), California Energy Commission (CEC), Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), and Western Electricity Coordinating Council (WECC), which may include creating and/or submitting reports or comment documents which may be required via contract or tariff provisions or may be in response to industry initiatives
- Performs other related duties as assigned

#### **MINIMUM QUALIFICATIONS:**

##### EDUCATION AND EXPERIENCE

Minimum Qualifications:

A combination of education and experience equivalent to:

- Bachelor's Degree in Engineering, Economics, Mathematics, Business, Accounting, or other related field from an accredited college or university; and
- Three (3) years increasingly responsible experience in any of the following areas: utilities resource planning, commodity acquisition and portfolio management, California Independent System Operator (CAISO) Market activity, Renewable Portfolio programs, Federal Energy Regulatory Commission (FERC) initiatives and activities, and/or California Greenhouse Gas (GHG) Cap and Trade program.

*Possible Substitutions:*

- Four (4) additional years of relevant experience may be substituted for the Bachelor's Degree requirement

##### LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

##### OTHER REQUIREMENTS

- A medical examination will be required prior to appointment
- Prior to hire, candidates will be required to successfully pass a pre-employment background check, which may include employment verification, a DMV record check, a criminal history check, and Department of Justice (DOJ) fingerprinting. Any information obtained will be used to determine eligibility for employment in accordance with the law. A conviction history will not necessarily disqualify an applicant from appointment, however, failure to disclose a conviction when required will result in disqualification from the recruitment process.
- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements
- Must be able to perform all of the essential functions of the job assignment

##### CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

**PROMOTIONAL POINTS**

Permanent City employees who receive a passing score on the examination process will have five (5) promotional points added to their final score.

**KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:

- California Independent System Operator (CAISO) wholesale market rules and tariffs
- Forecasting, resource planning, commodity price risk management, and commodity price setting techniques
- Principles and practices of statistical, economic, and financial analysis for optimization of forecasting and modeling
- Principles of contract preparation and administration
- Integrated resource planning theory, principles and practices and their application to a wide variety of electrical systems
- State and federal environmental policies and procedures
- Energy portfolio dispatch and market trends
- Microsoft Office Suite products including Word, Power Point, and a high level of expertise with Excel
- Environmental and safety practices, procedures and standards

Ability to:

- Use complex computer models to perform resource planning, commodity price risk management, and price setting studies
- Use spreadsheet software programs, such as Excel, with a high level of expertise
- Interpret legislative and regulatory mandates impacting utility demand- and supply-side issues
- Manage projects, coordinate efforts of others, and prepare professional reports and requests for proposals
- Perform technical and analytical studies of energy supply and demand-side resources, energy usage and electric demand, power cost, rates, and revenues
- Develop financial models related to resources, costs, rates, and revenues
- Negotiate with representatives of other utilities and regulatory agencies regarding resource supply and/or compliance requirements
- Use software programs including Word, PowerPoint, and Excel to create and submit reports
- Establish and maintain tactful and cooperative working relationships with those contacted in the course of work, including the general public
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload and meet strict deadlines

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.santaclaraca.gov>

1500 Warburton Ave.  
Santa Clara, CA 95050  
408-615-2080  
Fax: 408-985-0667

Position #17-19-696  
RESOURCE ANALYST II  
VS

[humanresources@santaclaraca.gov](mailto:humanresources@santaclaraca.gov)

Equal Opportunity Employer

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