



CITY OF REDDING
invites applications for the position of:

Electric Utility Analyst (Compliance)

SALARY: \$5,677.00 - \$7,989.00 Monthly

OPENING DATE: 08/20/19

CLOSING DATE: 09/18/19 11:59 PM

DESCRIPTION:

The City of Redding Electric Utility (REU) Resources Division has an immediate opening for Electric Utility Analyst and is establishing a list for future vacancies. This position reports to the Electric Program Supervisor – Compliance and will assist in the development, administration, and compliance with the following: North American Electric Reliability Corporation (NERC) reliability standards; mandatory greenhouse gas reporting; market-based greenhouse gas regulatory compliance programs (California cap-and-trade); renewable reporting and internal compliance programs.

Desired skills and abilities for this position are: knowledge of electric system transmission and distribution systems; electric power generation; NERC reliability standards; greenhouse gas reporting requirements; California Cap-and-Trade and renewable energy regulations; regulatory compliance and internal controls programs; research, interpretation, and communication of applicable regulations; and ability to collaborate and coordinate with staff and regulatory agencies on compliance matters.

EXAMPLES OF DUTIES:

Verify quantities and price of wholesale purchases, sales, and interchanges with counterparties; resolve discrepancies that may occur in records of transacting parties; work with trading and scheduling staff to understand and implement power scheduling practices, procedures, and related activities; communicate with representatives of other utilities and companies regularly to provide and verify information related to wholesale transactions and delivery; resolve discrepancies as required; prepare statistical reports as required by staff and regulatory bodies; regularly review actual interchange results based on interconnection metering data; resolve discrepancies between scheduled and actual interchange quantities as required; as required, provide assistance to auditors engaged in reviewing records of purchases, sales, and interchanges of energy, capacity, power, fuel, and rights to purchase, sell, or exchange energy, capacity, power, and fuel; review and verify the accuracy of invoices for purchases made under the authorizing contract prior to payment authorization; monitor, track, and report on the flow of prepay gas ensuring that proper documentation is in place to ensure that all prepay gas has been utilized or remediated per established procedures; serve as internal auditor for regulatory compliance reporting; review compliance with regulatory and legislative bodies; monitor regulatory and/or legislative actions that have a potential effect on the Utility; assist with the compliance and reporting requirements as needed; assist in the development of procedures for managing and minimizing the City's electric and gas transaction risks; research, compile, and prepare reports regarding energy and gas transactions; develop or assist in the development of spreadsheets, databases, or other tools to accomplish the above as well as other analytical tasks as assigned; represent the Electric Utility in various forums; and perform other related duties as required.

TYPICAL QUALIFICATIONS:

Knowledge of: Electric power contracts; fuel purchase and sales contracts; fuel and energy transaction reconciliation procedures; power scheduling; operating procedures; power plant operating statistics; electrical transmission system operation; gas prepay contracts; financial system operation; legal and audit requirements; and nomenclature common to electric power and fuel contracts.

Ability to: Interact effectively with the public and employees; demonstrate good oral and written communication skills; operate Energy Management System (EMS) terminal; operate personal computer using such software as spreadsheets, wordprocessing, etc.; communicate effectively with representatives of regulatory bodies and other utilities to review, verify, and resolve issues; identify,

reconcile, and correct energy accounting and tracking discrepancies with a high degree of accuracy and alertness; work closely with supervisory and non-supervisory personnel on matters concerning City of Redding power interchanges; produce accurate and timely reports; and understand and interpret power and fuel purchase and sales contract language.

Education and Experience: Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical education would include a Bachelor's degree or equivalent. Three years of relevant experience may be substituted for the Bachelor's degree. Typical experience would include two years of relevant analytical work with an electric utility.

Special Requirements: Possession of a valid California Driver's license or the ability to acquire one within ten days of appointment.

APPLICATION AND EXAMINATION PROCESS:

Interested individuals must submit a City of Redding online employment application by the closing date in order to be considered.

Incomplete applications may not be processed. Meeting the announced requirements does not guarantee selection into the examination process. Applications will be reviewed to determine those best qualified to be tested.

Veterans Credit: Veterans who have received an honorable discharge from the military service and receive a passing score on the examination will have 2 points added to their final examination score. To obtain this credit, veterans MUST provide a copy of the DD214, indicating honorable discharge, WITH EACH EMPLOYMENT APPLICATION BY THE CLOSING DATE.

Examination Process: An oral board interview will be administered.

AN EQUAL OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofredding.org>

Position #255E 852 082019
ELECTRIC UTILITY ANALYST (COMPLIANCE)
CJ

777 Cypress Avenue
Redding, CA 96001
(530) 225-4065

personnel@cityofredding.org

Electric Utility Analyst (Compliance) Supplemental Questionnaire

* 1. Please describe your experience with regulatory compliance reporting, researching regulations and implementing policies based on new or modified regulations?

* Required Question