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Power Resources Specialist I/II - Community Energy Department - (2100109)

About the Department

To help accomplish its goal of being both innovative and environmentally responsible, the City of San José created the Community Energy Department in August 2017, to administer San José Clean Energy, the City's brand-new Community Choice Energy (CCE) program. The mission of the Community Energy Department is to reduce Citywide greenhouse gas emissions, lower energy rates, and provide our community with a choice of energy providers, in addition to providing transparency, accountability, and outstanding customer service.

For more information about the Community Energy Department, please visit: <https://www.sanjosecleanenergy.org>

Positions & Duties

Please note that applications are currently not accepted through CalOpps or any other third-party job board application system. To apply, applicants must complete an application via the City of San Jose's website at www.sanjoseca.gov/citycareers.

The department is seeking to fill two (2) full-time Power Resources Specialist I/II positions. The positions will support the Risk Management, Contracts and Administrative Services Division (1 position) and Account Management and Marketing Division (1 position).

The ideal candidates are skilled and highly motivated individuals, with creative problem-solving skills. Both positions will be part of a fast-paced team, often working on multiple high-priority projects and short deadlines. Good judgment, initiative, and cooperation with other staff and outside stakeholders will be an asset to this position.

Power Resources Specialist I/II – Risk Management, Contracts and Administrative Services Division

This position will report to the Division Manager and support risk management and power contract oversight. Under general supervision this position will support a variety of risk management functions in support of the department's energy portfolio. The Risk Management, Contracts and Administrative Services Division is responsible for providing independent oversight of the risks assumed in the course of transacting for energy products and services as well as ensuring compliance with adopted risk management policies and procedures. This unit also provides strategic support to facilitate the development and execution of various non-energy contracts, tracks signed energy contracts, and manages the invoicing process.

Duties include the following but are not limited to:

- Verifying that power supply agreements are authorized and executed appropriately and resolving contracting issues;
- Developing mark-to-market analysis for SJCE power supply portfolio totaling over \$1 Billion dollars; and recommending actions to reduce risk and power supply costs.
- Overseeing power supply settlement functions, including verifying power supply deliveries, contract performance, and approval of power supply invoices, totaling approximately \$30 million per month;
- Reviewing invoices for accuracy, resolving issues with power suppliers, and providing quality assurance for complex energy-specific contracts;
- Providing analytical support for power supply audits and analysis of power purchases and sale agreements;
- Provide risk management analysis for medium- and long-term contracts;
- Utilize energy trading risk management database to prepare a variety of reports for the power contracts portfolio, utilize data visualization
- Approve energy purchases subject to the risk management policies;
- Provide analysis on emerging technological and procurement options for supply (e.g. distributed energy resources, renewable or storage technologies.)
- Conduct studies and develop analytical models related to energy risk management and forecasting;
- Perform other related duties as required.

Power Resources Specialist I/II - Account Management and Marketing Division

This position will report to the Deputy Director overseeing the Account Management and Marketing. This division is responsible for customer care, billing, marketing and customer outreach, and community programs for San José Clean Energy. This position will support a number of analytical functions related to customer rates and electricity usage. The ideal candidates should be well versed in PG&E rate structures including residential and commercial rate schedules and have strong analytical skills.

Duties include the following but are not limited to:

- Analyze customer electricity usage and impact of rate changes;
- Analyze revenue collection compared with plan;
- Support division with analysis of financial and greenhouse gas emission impacts of decisions on new product offerings.
- Respond to customer inquiries and interface with and support call center and billing operations contractor;
- Support cost-benefit analysis of potential new Department programs;
- Assist in launch of SJCE's DAC-GT and energy efficiency programs, in accordance with SJCE's [Programs Roadmap](#), while incorporating stakeholder input, industry best practices, and market trends to ensure program success;
- Help develop indicators to measure program effectiveness, analyze program outcomes to modify implementation activities, and develop and implement verification protocols to support cost and environmental effectiveness claims;
- Assist with program compliance requirements and reporting;
- Provide financial analysis on impact of alternative contract structures with customers
- Provide quantitative analysis support for City Council and Community Advisory Commission presentations.
- Help develop tools and processes to analyze the potential impact of alternative rate structures (e.g. new time of use variants, low income discounts, etc.)
- Help articulate and implement a strategy for more fully incorporating Distributed Energy Resources (DERs), including Demand Response programs, into SJCE's business activities.

- Assist in preparation of bids and specifications, and monitoring the timely fulfillment of deliverables by consultants and service providers; Perform other related duties as required.

This recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment

Salary Information:

The current salary range for Power Resources Specialist I is: \$82,867.20 - \$100,963.20

The current salary range for Power Resources Specialist II is: \$90,168.00 - \$109,844.80

The actual salary shall be determined by the final candidate's qualifications and experience. In addition to the starting salary, employees in the **Power Resources Specialist I/II** classification shall also receive an approximate five percent (5%) ongoing non-pensionable compensation pay.

Competencies:

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

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.

Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Teamwork & Interpersonal Skills – Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Analytical Thinking – Approaches a problem or situation by using a logical, systematic, sequential approach.

Fiscal Management – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.

Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

Qualifications

Education and Experience

Power Resources Specialist I - A Bachelor's degree from an accredited college or university in Business, Economics, Engineering, Environmental Studies, Law, Natural Resources, Statistics, or an analytical degree related field to utility business.

Power Resources Specialist II - A Bachelor's degree from an accredited college or university in Business, Economics, Engineering, Environmental Studies, Law, Natural Resources, Statistics, or an analytical degree related field to utility business AND one (1) year of experience in energy resources operations, planning, purchasing, scheduling, or contract negotiations.

Licenses or Certificates: Valid California Driver's License may be required.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

Selection Process:

The selection process will consist of an evaluation of the applicant's training and experience based on the application, cover letter and resume, and responses to the Job Specific Questions. Only the candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/writing exercise.

You will be prompted to answer the following job-specific questions during the online application process. Please note that there is a 4,000-character limit, including spaces, for each text response.

1. Please select the option that best describes how you meet the education minimum qualifications:
 - I have a bachelor's degree from an accredited college or university in Business, Economics, Engineering, Environmental Studies, Law, Natural Resources, Statistics, or an analytical degree related field to utility business.
 - I have a bachelor's degree from an accredited college or university in Business, Economics, Engineering, Environmental Studies, Law, Natural Resources, Statistics, or an analytical degree related field to utility business and at least one (1) year of experience in energy resources operations, planning, purchasing, scheduling, or contract negotiations.
2. Please specify your degree, field of study, and the college or university where you obtained your degree. You may also include any additional degrees or applicable certifications that you have achieved.
3. How have you gained at least one (1) year of experience in energy resources, operations, planning, purchasing, scheduling, or contract negotiations (if applicable)?
4. What have you done to introduce change or redefine the way work gets done in your current or previous role?
5. Describe the most complex "Analytical" project you've worked on that required you to evaluate various types of data sets (such as revenue/cost or energy use) and make a recommendation about a course of action.
6. Please describe a situation in which you had to show initiative and make a decision to solve a problem. Explain how you addressed the problem, the factors that you considered, and how you developed your recommendations and implementation plan.

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration.

If you have questions about the duties of these positions, the selection or hiring processes, please contact Michelle Saechao at Michelle.Saechao@sanjoseca.gov

Additional Information

-[Link](#) to Benefits page

-[Link](#) to Department website

To apply, please complete an application via the City of San José's website at www.sanjoseca.gov/citycareers. This position is open until filled. Interested applicants are strongly encouraged to apply by **Thursday, March 4, 2021** at 11:59 PM. Please allow adequate time to complete the application and submit before the deadline or the system may not save your application. If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. IF YOU DO NOT RECEIVE THE CONFIRMATION, please email CityCareers@sanjoseca.gov and we will research the status of your application. Please contact Human Resources at (408) 535-1285, or Human.Resources@sanjoseca.gov if you have any questions.

Job Planning & Community Developmn

Schedule Full-time

Employee Status Regular

Job Type Standard

Posting Date Feb 11, 2021

Minimum Salary 82,867.20

Maximum Salary 109,844.80

Bargaining Unit 1: City Association of Management Personnel