

CITY OF ALAMEDA  
invites applications for the position of:



# Energy Resources Analyst and Senior Energy Resources Analyst (36 hour, 4 day per week work schedule)

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<b>SALARY:</b>	\$52.31 - \$75.85 Hourly \$97,921.00 - \$141,990.00 Annually
<b>DEPARTMENT:</b>	Alameda Municipal Power
<b>OPENING DATE:</b>	05/27/21
<b>CLOSING DATE:</b>	06/14/21 05:00 PM
<b>FLSA STATUS:</b>	Exempt
<b>NATURE OF POSITION:</b>	

#### **Nature of Position**

Alameda Municipal Power (AMP) is currently recruiting for an Energy Resources Analyst/Senior Energy Resources Analyst (*one current vacancy; can be filled at either level*, and this position's **work schedule is 36 hours per week over 4 days** (typically Monday through Thursday); this is considered full-time with a **competitive benefits package**.

This is an exciting **opportunity** to be a part of a **close-knit team** making a significant impact in the local community. Please read on to learn more about AMP and this career opportunity.

#### **Compensation Ranges**

Energy Resources Analyst: \$97,921 to \$119,024 annually

Senior Energy Resources Analyst: \$116,817 to \$141,990 annually

#### **About Alameda Municipal Power**

In 1887, the City of Alameda paid \$20,000 for the installations of 13 streetlights and a 90-kW generating station to power them. And with that, the oldest public electric utility west of the Mississippi was created.

Today, the City of Alameda is still in the power business and still a trendsetter. Now known as Alameda Municipal Power (AMP), we have survived over a century and a quarter of utility mergers that created behemoths in other places.

AMP has provided safe reliable power at lower rates without sacrificing service to power our community. We maintain local control so that we can re-invest in the island and provide value to enrich our lives, businesses, and the community. In fact, since 1887, AMP has contributed more than \$75 million to the City of Alameda's General Fund.

We've seen a lot of change in 130 years, but through it all there's been one constant: We're as committed today to delivering safe and reliable electricity to the residents and businesses of Alameda as we were in 1887. We'll continue to invest in new and improved ways of doing business to manage costs, improve our service, and improve the environment.

## **DISTINGUISHING FEATURES:**

### **About the Division/Position**

The Energy Resources Planning division has a key role to play in helping Alameda Municipal Power (AMP) provide reliable power, using resources that are cost-competitive and green, while maintaining stable rates.

As part of our team, you will have the opportunity to contribute a wide array of projects. We are looking for a colleague with exceptional data analysis skills, attention to detail, excellent communication skills, and an interest in learning new skills to meet the ongoing needs of the highly dynamic energy sector.

## **EXAMPLES OF DUTIES:**

Energy Resources Analysts may be assigned tasks in many areas, depending on AMP's needs and your skills and interests. Here are some examples of typical job duties:

### *Forecasting and Planning*

- Develop long term demand forecasts, power cost budgets, revenue requirement forecasts to prepare AMP's long term budget
- Develop AMP's long term Integrated Resource Plan; identify supply portfolios to meet long term demand while complying with all regulations under dynamically changing policy landscape

### *Resource Management*

- Develop cost-benefit analyses to guide power procurement decisions
- Develop short term strategies to buy/sell energy and related products
- Evaluate opportunities for local generation; evaluate role of new technologies as part of AMP's supply portfolio

### *Rate Design and Analysis*

- Design rates for different types of customers using cost-of-service analysis
- Design new/modify existing rate schedules to allow for Time-of-Use (TOU) rates, power factor penalties, demand charges

### *Policy and Compliance*

- Maintain Renewable Portfolio Standard (RPS) compliance documentation
- Maintain Air Resources Board emissions filing and documentation

## **EMPLOYMENT STANDARDS:**

## Qualifications to Apply

### Education:

Both the Energy Resources Analyst and Senior Energy Resources Analyst require a bachelor's degree with major coursework in mathematics, engineering, computer science, business administration, economics, law, or a related field.

### Experience:

Energy Resources Analyst requires one year of full-time (or equivalent part time) experience working with spreadsheets and other analytical software applications.

Senior Energy Resources Analyst requires five years of progressively responsible work with comprehensive utility resource planning, acquisition, and portfolio management.

We will also consider an equivalent combination of education and experience that meets the stated requirements in the job description.

Please click [here](#) to view the job description for Energy Resources Analyst..

Please click [here](#) to view the job description for Senior Energy Resources Analyst.

Here are some additional qualifications we are seeking in our ideal candidate:

- Demonstrated proficiency in analysis techniques, including the use of complex spreadsheets, decision analysis tools;
- Ability to build and troubleshoot complex financial models;
- Knowledge and understanding of the energy sector in California;
- Ability to keep abreast of developments in resource planning processes, technologies and energy policy;
- Ability to manage consultant contracts, utility resource planning projects, political liaison, public relations, inter-utility coordination, and quality control;
- Ability to represent AMP on external agency task forces and working groups as assigned;
- Ability to prepare written reports and deliver presentations summarizing the results of analysis and supporting recommendations

## **Selection Process**

Applications and questionnaires will be evaluated and candidates whose experience is evaluated as "best qualified" will be invited to an examination process. The examination process for this recruitment may include 1) completion of supplemental questionnaire and 2) a structured panel interview including a job-related exercise. **The interviews are tentatively scheduled for the week of June 28, 2021.**

## **Highlighted Benefits**

- 4 day work week/36 hours per week
- Employer-paid medical contribution covers premiums for you and your family
- Employer-paid dental medical contribution covers premiums for you and your family
- Generous pension program (CalPERS retirement)
- Learn more about our benefits [here](#)

The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test date listed in the flyer, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List. A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to

appointment, a thorough reference check will be conducted which may include a credit check and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required the U.S. Citizenship and Immigration Services.

**E-VERIFY:** The City of Alameda utilizes the Federal government's E-Verify program and new employees must provide documentation to establish identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

**VETERAN'S PREFERENCE CREDIT:** A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their **DD-214** verifying the type of discharge and date(s) of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

**AN EQUAL OPPORTUNITY EMPLOYER:** The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

**The information contained herein is subject to change and does not constitute either an expressed or implied contract.**

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

2263 Santa Clara Avenue, Rm. 290  
Alameda, CA 94501  
(510) 747-4900

[HR@alamedaca.gov](mailto:HR@alamedaca.gov)

Position #2021-7075-02  
ENERGY RESOURCES ANALYST AND  
SENIOR ENERGY RESOURCES ANALYST  
(36 HOUR, 4 DAY PER WEEK WORK  
SCHEDULE)  
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### **Energy Resources Analyst and Senior Energy Resources Analyst (36 hour, 4 day per week work schedule) Supplemental Questionnaire**

\* 1. We have one current vacancy and can fill the position at either level (Energy Resources Analyst or Senior Energy Resources Analyst). The employment lists established for both levels may be used to fill the current and future vacancies for 6 months (and can be extended, with approval, for up to two years). Please indicate which level you are applying for (please review the qualifications for each level):

- Energy Resources Analyst
- Senior Energy Resources Analyst

\* Required Question