



**CITY OF PALO ALTO**  
invites applications for the position of:  
**Resource Planner**

**SALARY:** \$56.23 - \$69.01 Hourly  
\$9,746.53 - \$11,961.73 Monthly  
\$116,958.40 - \$143,540.80 Annually

**OPENING DATE:** 08/26/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**The Department**

The City of Palo Alto has provided a full range of utility services (electric, gas, water, and sewer) for over 100 years, and is one of the only publicly owned gas utilities in the State of California. City of Palo Alto Utilities (CPAU) has been on the forefront of sustainability, with 100% carbon neutral electric and gas portfolios and an award-winning solar program. CPAU is working to address long term business planning challenges related to sustainability and the long-term need to maintain safety, reliability, and reasonable rates.

**The Career Opportunity**

The Resource Management Division (RMD) of CPAU has a key role in helping CPAU meet these challenges. The Division is responsible for an approximately \$120 million per year budget for electricity, gas, and water supply purchases and customer efficiency and sustainability programs. The Division consists of the Utility Program Services group, which runs programs to help customers use energy more efficiently and reduce their carbon footprint, and the Resource Planning group. This position will be located in the Resource Planning group, which is a group of analysts responsible for, among other things, collaborating with Utility Program Services to develop and implement innovative customer programs, developing customer retail rates, utility financial planning, and managing CPAU's electricity, natural gas, and water supply and delivery portfolios.

CPAU is seeking a Resource Planner to join the Resource Planning group. Resource Planners are expert individual contributors tasked with sophisticated analysis in support of Resource Planning functions. Resource Planners, under minimal supervision, perform a variety of tasks related to supply resource acquisition, financial forecasting, and customer program development for the City's electric, gas, and water utility. Work assigned to this position will depend in part on the skills and interests of the successful candidate, but will likely include analytical work in support of customer programs, including efficiency, emissions reduction, and sustainability programs, and analytical work related to the City's climate action plan. Retail rate making or gas portfolio supply management may also be part of the work assigned.

Each Resource Management Division staff member has the opportunity to work on a cross section of projects based on organizational needs and staff member skills and interest. Initial projects

contemplated for the person hired into this position, depending on skills and experience, may include:

- Analytical support and program development partnership on transportation and building electrification efforts
- Analysis to support customer program development and implementation
- Studies to support the City's Sustainability and Climate Action Plan
- Coordination with Utilities Engineering and the City's Development Services team on permitting and integration of electric vehicles, solar, and similar technologies into the electric distribution system
- Natural gas portfolio planning, operations, and related regulatory advocacy
- Rate design, sales analysis, and financial forecasting support
- Industry research and outreach to outside agencies in support of these activities
- The person in this position may also participate in other projects and planning efforts when needed.

This is a full-time position, but applicants seeking part-time positions may be considered if there is alignment between the candidate's requirements and the department's needs. Please provide details in your application.

First review of applications will take place on September 9, 2021 so make sure you get your application in as soon as possible.

### **Ideal Candidate**

CPAU is seeking a candidate with excellent analytical and program management skills.

Experience in any of the following areas would be desirable:

- Customer program development and implementation, particularly experience related to distributed energy resources such as photovoltaics, electric vehicles, energy storage, micro-grids, and building de-carbonization technologies.
- Distribution system integration of electric vehicles, solar, and similar technologies, ideally with some electrical engineering background

The City offers a range of benefits including a retirement plan so make sure to visit our benefits portal [here](#).

This position is part of the Service Employees' International Union (SEIU).

### **ESSENTIAL DUTIES:**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Evaluates the cost and benefits of demand-side resources including efficiency measures, demand response programs, electric vehicle programs, and customer-sited generation and storage.
2. Assists in the evaluation and implementation of smart grid related programs and plans and emerging technology programs and pilots
3. Represents the City on external agencies' task forces and working groups as assigned.
4. When assigned to distribution system integration of distributed energy resources, assist with distribution system planning and coordinates with Utilities Electric Engineering to integrate distributed energy resources into the electric distribution system.
5. Keeps abreast of developments in resource planning processes and in supply resources technologies, seeking out new technologies from public or private sources, evaluating new supplies as appropriate.
6. Analyzes and prepares reports on legislative and regulatory activities. Prepares testimony to support the City's position at various regulatory arenas.
7. Assists in rate and cost of service studies as required and formulates recommendations for utilities rates.

To view the full job description for the Resource Planner, go [here](#).

## MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- Bachelor's degree in Engineering, Economics, Mathematics or other related field (Electrical Engineering preferred);
- Or Bachelor's Degree in Electrical (Power) Engineering or equivalent power engineering knowledge acquired through other means when assigned to distribution system integration of distributed energy resources.
- And six years of increasingly responsible experience in utilities resource planning, acquisition and portfolio management (Engineering degree may substitute for two years of experience).

Note: Master's degree in Engineering or other related field and/or registration as a Professional Engineer may be considered in lieu of one year's experience.

Special Requirements:

- Valid California driver's license.

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**MISSION: The Government of the City of Palo Alto exists to promote and sustain a superior quality of life in Palo Alto. In partnership with the community, our goal is to deliver cost-effective services in a personal, responsive and innovative manner.**

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**Application Deadline:** Qualified applicants are encouraged to apply promptly: The City of Palo Alto reserves the right to close any recruitment without notice. Positions without a closing date may close at any time. Other recruitments may be limited to a specific number of applicants. Please read job announcements thoroughly for important information.

**Selection Process:** Application screening will be part of the selection process. Based on application screening, those candidates with the most relevant qualifications will be invited to an oral interview, which may include a written exam and/or practical exam.

**Accommodation:** Persons with disabilities who require special accommodations may contact the Human Resources Department at 650 329-2376.

**Resumes:** are welcome as attachments; however they are not accepted in lieu of a complete City application.

The City of Palo Alto is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender, age, national origin or disability.

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To Apply visit our website at [www.cityofpaloalto.org](http://www.cityofpaloalto.org)

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Position #202100134  
RESOURCE PLANNER  
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## Resource Planner Supplemental Questionnaire

\* 1. Please describe your knowledge and experience proposing, analyzing, or managing energy

programs, highlighting any experience you have with the economics of utility energy efficiency.

- \* 2. Please describe your electric industry knowledge and experience.
  
  - \* 3. Please describe your knowledge and experience related to climate policy, particularly solutions for reducing emissions in homes, businesses, and vehicles.
- \* Required Question