



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

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**SALARY:** \$47.40 - \$69.01 Hourly  
\$8,216.00 - \$11,961.73 Monthly  
\$98,592.00 - \$143,540.80 Annually

**OPENING DATE:** 11/15/21

**CLOSING DATE:** 12/01/21 11:59 PM

**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 Programs Services (UPS) group, which runs programs to help customers use energy more efficiently and reduce their carbon footprint, and the Resource Planning (RP) group, which is responsible for managing CPAU's supply resources and utility financial planning. The two groups collaborate to develop and implement innovative programs and policies to meet the City's sustainability goals.

CPAU is seeking a Resource Planner to join the RP group. Resource Planners are expert individual contributors tasked with sophisticated analysis in support of Resource Planning functions. This Resource Planner will develop analytical models and methods for a variety of applications, including the evaluation of building and transportation electrification programs, emerging Distributed Energy Resources (DER) technologies such as energy storage systems, and potential policies to meet the City's [sustainability goals](#) reflected in its [Sustainability and Climate Action Plan \(S/CAP\)](#). The individual in this position will partner closely with program managers within the UPS group to evaluate customer demographics, efficiency and electrification technologies, and various customer programs. There is the potential to collaborate with other agencies on pilot projects and studies to support the City's sustainability objectives.

Every member of the Resource Management Division has the opportunity to work on a diverse and exciting cross-section of RMD projects based on organizational needs and staff member skills and interests. Examples of such projects include: rate design, sales analysis and financial forecasting;

natural gas portfolio planning; and hourly carbon emissions modeling.

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.

We will also accept applications that meet the minimum qualifications of an Associate Resource Planner.

### **Ideal Candidate**

CPAU is seeking a candidate with excellent analytical, communication, and project management skills and a passion for sustainability through utility customer programs and policies. 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 electrification technologies.
- Analysis of distribution system integration of electric vehicles, solar, and similar technologies.

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 costs and benefits of distributed energy resources including efficiency measures, load shifting programs, electric vehicles, and customer-sited generation and storage.
2. Develops and implements pilot projects on emerging technologies
3. Supports the implementation of the City's Sustainability/Climate Action Plan.
4. Assists in the evaluation and implementation of smart grid-related programs and plans
5. Analyzes and prepares reports on legislative and regulatory activities and prepares testimony to support the City's position at various regulatory arenas.
6. Assists in rate and cost of service studies as required and formulates recommendations for utility rates.
7. 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.
8. Represents the City on external agencies' task forces, working groups and public forums.
9. Assists with distribution system planning and coordinates with Utilities Electric Engineering to integrate distributed energy resources into the electric distribution system.

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

To view the full job description for the Associate 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:

#### **Resource Planner**

- 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.

### **Associate Resource Planner**

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 (Electric Engineering preferred).
- Four years of increasingly responsible experience in utilities resource planning and acquisition (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:

- Possession of a 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