



CITY OF SANTA CLARA
invites applications for the position of:
Senior Resource Analyst

SALARY: \$61.41 - \$78.29 Hourly
\$10,644.98 - \$13,569.89 Monthly
\$127,739.76 - \$162,838.68 Annually

OPENING DATE: 09/19/22

CLOSING DATE: 10/14/22 04:00 PM

EXAM WEIGHT: 100% Oral

TENTATIVE EXAM INFORMATION:

DESCRIPTION:

THE POSITION

Exciting opportunity to grow one's career in electric resource management and acquisition. The Senior Resource Analysts support the Silicon Valley Power's aggressive goal of 100% 24/7 clean energy through resource planning, portfolio management, and power procurement agreements and structured transactions, along with requisite regulatory compliance. We are a community-oriented full-service utility with a trading function whose customers range from well-known cutting-edge companies to residential. A small interdisciplinary environment allows for interesting learning opportunities in a supportive team culture for a healthy life-work balance. Robust compensation package includes competitive salary, health benefits and CalPERS membership (see Benefits tab for complete description).

The Senior Resource Analyst is the supervisory position in the Resource Analyst series that performs professional level work for the City's Electric Utility Department, Silicon Valley Power (SVP). Incumbents in this classification provide leadership and supervision to plan, coordinate, and direct electric utility supply, demand-side resource acquisition, and portfolio management. Incumbents exercise a high level of technical expertise, prepare written reports, and deliver oral reports for management, boards and commissions, City Council, and at meetings of outside agencies.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

Additional Information:

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. Applications must be filled out completely (i.e. do not write "see resume or personnel file.") To receive consideration for the screening process, candidates must submit a **resume**. Incomplete applications will not be accepted. Application packets may be submitted online through the "Apply Now" feature on the job announcement at www.santaclaraca.gov. Applications must be submitted by the filing deadline of **October 14, 2022 at 4:00 PM**.

TYPICAL DUTIES:

Duties may include, but are not limited to, the following:

Under general supervision:

- Supervises and trains assigned staff; manages assigned activities including energy resource planning and procurement, supply and demand-side management plans, complex modeling and decision analysis, rate development, energy risk management, and forecasting
- Negotiates and administers contracts and agreements related to planning, project development, transmission purchase and sale, interconnection, power product purchases, balancing authority area and settlement agreements
- Manages consultant contracts and project schedule coordination and inter-utility coordination
- Facilitates strategic planning processes through data acquisition, analysis, decision process facilitation, report preparation, and critical activity analysis and tracking
- Coordinates development and implementation of short and long-term electric portfolio management plans
- Evaluates potential opportunities for power supply acquisition/optimization and power project participation
- Participates in the development of utility policies, resource planning, resource evaluation, and development of operating and risk management practices and procedures
- Participates in California Independent System Operator (CAISO) stakeholder processes where new market initiatives are discussed and advocates alternatives that maximize benefits to City customers.
- Negotiates, prepares, and administers energy and transmission contracts with various wholesale market participants to optimize power supply or transmission opportunities and resolve power supply issues
- Reviews contracts to ensure that obligations are met and evaluates opportunities to enhance returns on existing contracts
- Identifies and analyzes operational problems, conducts studies, strategically evaluates alternatives, and implements effective solutions for a wide variety of issues
- Monitors changes in California Independent System Operator (CAISO) tariff and products defined to increase reliability
- Monitors state and federal environmental legislation and interprets/analyzes potential impact to electric operations as well as long-term resource planning
- Provides input to legal proceedings that represent the City's interests and provides reports related to compliance with existing legislation
- Represents the department and/or the City to the public, other agencies, regional, and sub-regional committees, including conducting public meetings, making presentations, and responding to requests for information
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Minimum Qualifications:

A combination of education and experience equivalent to:

- Bachelor's Degree in Engineering, Economics, Mathematics, Business, Accounting, or other related field from an accredited college or university
- Five (5) years increasingly responsible experience in any of the following areas: utilities resource planning or interconnections, commodity acquisition and portfolio management, utility stakeholder process, California Independent System Operator (CAISO) Market activity, Renewable Portfolio programs, Federal Energy Regulatory Commission (FERC) initiatives and activities and/or California Greenhouse Gas (GHG) Cap and Trade program

Possible Substitutions:

- Four (4) additional years of relevant experience may be substitutes for the Bachelor's Degree requirement

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

OTHER REQUIREMENTS

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements
- Must be able to perform all of the essential functions of the job assignment

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- California Independent System Operator (CAISO) scheduling and bidding procedures and protocols and CAISO market rules and tariffs
- Applicable Federal, State, and local laws, rules, and regulations
- Principles of utility planning involved in: the development, construction, operation within utility area, and joint action projects; energy trading and risk management; transmission and conservation of energy
- Principles of program evaluation, forecasting of load, energy, and market parameters using statistical or probabilistic techniques
- Principles and laws applicable to retail rate making
- Market operations related to bilateral and centralized market trading of wholesale power
- Microsoft Office Suite products including Word, PowerPoint, Excel
- Environmental and safety practices, procedures and standards

Ability to:

- Use complex computer models to perform resource planning, commodity price risk management, and price setting studies
- Use spreadsheet software programs, such as Excel, with a high level of expertise
- Interpret legislative and regulatory mandates impacting utility demand- and supply-side issues
- Manage projects, coordinate efforts of others, and prepare professional reports and requests for proposals
- Perform technical and analytical studies of energy supply and demand-side resources, energy usage and electric demand, power cost, rates, and revenues
- Develop financial models related to resources, costs, rates, and revenues
- Negotiate with representatives of other utilities and regulatory agencies regarding resource supply and/or compliance requirements
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Travel to and attend out-of-town one-day meetings on a regular basis
- Create, review and submit reports
- Establish and maintain tactful and cooperative working relationships with those contacted in the course of work, including the general public
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general supervision of the Electric Division Manager or other managers as assigned.

SUPERVISION EXERCISED

Provides technical direction and training to the Resource Analyst I and Resource Analyst II.

The City of Santa Clara is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of Santa Clara is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 615-2080 or HumanResources@santaclaraca.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santaclaraca.gov>

Position #55-22-771
SENIOR RESOURCE ANALYST
JM

1500 Warburton Ave.
Santa Clara, CA 95050
408-615-2080
Fax: 408-985-0667

humanresources@santaclaraca.gov

Equal Opportunity Employer

Senior Resource Analyst Supplemental Questionnaire

- * 1. Please describe how you meet the minimum qualifications for this position:
 - ☐ I possess a Bachelor's Degree in Engineering, Economics, Mathematics, Business, Accounting, or other related field from an accredited college or university and five (5) years increasingly responsible experience in any of the following areas: utilities resource planning or interconnections, commodity acquisition and portfolio management, utility stakeholder process, California Independent System Operator (CAISO) Market activity, Renewable Portfolio programs, Federal Energy Regulatory Commission (FERC) initiatives and activities and/or California Greenhouse Gas (GHG) Cap and Trade program.
 - ☐ I possess four (4) additional years of relevant experience in lieu of the Bachelor's Degree requirement.
 - ☐ I do not meet the minimum qualifications for this position.
 - * 2. Please describe how you meet the requirement for five years of any area or a mix of the following areas: utilities resource planning or interconnections, commodity acquisition and portfolio management, utility stakeholder processes, California Independent System Operator (CAISO) Market activity or other ISO market activities, Renewable Portfolio programs, Federal Energy Regulatory Commission (FERC) initiatives and activities and/or California Greenhouse Gas (GHG) Cap and Trade program.
- * Required Question