



City of Santa Clara Electric Program Manager

SALARY	\$84.22 - \$108.98 Hourly \$14,597.29 - \$18,889.40 Monthly \$175,167.48 - \$226,672.80 Annually	LOCATION	Santa Clara, CA
JOB TYPE	Full-Time	JOB NUMBER	424
DEPARTMENT	Electric Utility	OPENING DATE	09/12/2023
CLOSING DATE	Continuous	FLSA	Exempt
BARGAINING UNIT	9	WEIGHTING PLAN	NA

Description

The Department:

SVP currently provides over 600 Megawatts of power to residential and business customers within Santa Clara, of which 40 percent of comes from carbon-free renewable resources. In addition to using green energy from large-scale wind, solar, geothermal and hydroelectric projects outside of the area, SVP employs innovative ways to locally produce electricity by operating Thermal Generation facilities utilizing Simple Cycle, Combined Cycle, and Cogeneration technologies. It is the mission of Silicon Valley Power to be a progressive, service-oriented utility, offering reliable, competitively priced services for the benefit of Santa Clara and its customers. Being competitive in the marketplace with a continuous focus on customer service, SVP can provide economic value to the City of Santa Clara and its customers while maintaining low residential rates and offering competitive rates for all customers.

The Positions:

Silicon Valley Power is recruiting to fill various Electric Program Manager positions in the following specialties: Capital Project, Contracts, Distributed Energy Resources and Storage, Environmental, Safety, and System Operations.

Capital Project Management

The focus and priority of this position will be to perform complex professional project management work to support the successful completion of over \$300 million in near-term capital improvement program projects to support electric utility load growth. The position is assigned to the customer development and project management unit which manages, plans, and oversees the development and implementation of the capital improvement program. This position will report to the Principal Electric Utility Engineer overseeing the System Expansion Program and will work collaboratively on the management of these critical projects. The individual will perform and manage the work related to planning, design, construction, operations, and maintenance of utility projects, including receiving stations, substations, electric transmission and distribution facilities, and other electrical infrastructure. The incumbent is expected to manage consultants and directly administer public works contracts. Experience in electric utility engineering, utility asset management, GIS and work order management system is desirable.

- Distinguishing Characteristics/Experience:
 - Direct knowledge in managing, planning, and overseeing the development and implementation of Capital Improvement Program(s) (CIP).
 - Ability to provide extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research, analysis, and support.
 - Experience in management, engineering, financial, high-level administrative planning and analysis, and/or project management experience.

Contracts Portfolio

The focus and priority of this position will be to perform complex professional work to support the development and management of SVP's contracts portfolio. SVP's operation requires hundreds of unique contracts including specialized services agreements, leases, agreements with customers for substation construction, funding and deposits, public works contracts, license agreements, power purchase and resource adequacy agreements, as well as other unique agreements.

The position is assigned to the Business Services Division. The incumbent will both lead staff supporting contracts functions and have direct involvement in negotiating and reviewing contracts. Experience in utility contracts is desirable.

- Distinguishing Characteristics/Experience:
 - Direct knowledge and experience in contracts review, negotiating, and management for a variety of contract types.
 - Ability to providing extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research, analysis, and support
 - Experience in managing and assigning work to administrative and clerical staff.

Distributed Energy Resources, Renewable Energy and Power Purchase Contracts

This position develops and implements cutting edge programs entailing distributed and renewable generation, energy storage, demand response, and microgrids. Incumbents perform professional level, individual work in project development.

Duties may include supervising and participating in the conduct of studies and surveys, data interpretation, forecasting, commodity purchasing, contract negotiation, pricing/rate making, engineering studies, development of policies and procedures, evaluating regulatory and legislative initiatives, preparing, reviewing, and managing budgets and operations.

Commodity purchasing and contract negotiation may include evaluation and development of strategies for electricity generation, both distributed and utility scale. Incumbents may supervise management and non-management staff and act as project team leaders and manage programs and projects. Project management responsibilities include preparing RFPs, evaluating proposals, and managing contractors and consultants.

Environmental

This position will ensure the City's compliance with applicable federal, state, and local regulatory agency requirements and guidelines pertaining to Air Quality, Water, Wastewater, Storm water, and Industrial waste. This position will work with staff across multiple Divisions to develop, implement, and perform procedures and guidelines designed to ensure compliance and develop staff. They will compose, compile, track, and analyze information related to regulatory, program, and compliance oversight. This position will act as SVP's Subject Matter Expert and provide technical and functional advisement to Management and Staff concerning Environmental Compliance. This position requires in-depth knowledge of Federal, State, and Local laws/regulations. This position also requires the ability to forecast and identify compliance issues and to develop mitigation strategies to correct issues. The position will also assist in the development of budgets, service contracts and training programs.

Safety

This position establishes, implements, and enforces an effective department wide safety and compliance program that prevents injury and illness. They will work to ensure that employees, both management and non-management, comply with

the rules and regulations of Federal, State and Local Regulatory Agencies, and that company safety and compliance policies and procedures are consistently followed.

The position will also facilitate the development and completion of the department's compliance and controls register, controls testing and auditing, standards development and review, horizon scanning for new and changing regulatory requirements, and serving as an OSHA subject matter for the department. The position will also assist in the development of budgets, service contracts and training programs.

System Operations

This position will administer programs for work management, maintenance monitoring and asset management focused in all areas of Utility Operations (Metering, Substations, Transmission and Distribution). This position will also be responsible for the performance, review, and implementation of improvements to these programs. The position will develop, maintain, and improve SVP's Outage Management System. This position will work to ensure compliance with all applicable NERC standards and seek constant improvement in SVP Work and Safety standards affecting System Operations. The position will also assist in the development of budgets, service contracts and training programs.

As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and values.

THIS RECRUITMENT MAY BE USED TO FILL MULTIPLE POSITIONS IN THIS, OR OTHER DIVISIONS OR DEPARTMENTS BESIDES THE POSITIONS LISTED BELOW. 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. MEETING THE MINIMUM QUALIFICATIONS DOES NOT GUARANTEE ADMITTANCE INTO THE EXAMINATION PROCESS. ONLY THE MOST QUALIFIED CANDIDATES WHO DEMONSTRATE THE BEST COMBINATION OF QUALIFICATIONS IN RELATION TO THE REQUIREMENTS AND DUTIES OF THE POSITION WILL BE INVITED TO TEST OR INTERVIEW.

Typical Duties

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction, the incumbent will:

- Plan, develop, implement, evaluate, and manage an assigned program or core department service area; Supervise subordinate supervisory, professional, technical, and/or clerical staff; participate in the selection, hiring, training, and coaching of staff; conduct performance evaluations; and implement disciplinary actions as required;
- Research and analyze program operations to ensure effective utilization of resources and increase productivity of work, provide regular reporting measures, conduct presentations, and make recommendations to management;
- Plan and implement work plans and projects for assigned area;
- Oversee daily operations of assigned program area and safety ensuring that all applicable regulatory requirements are followed;
- Develop and monitor resource models and/or programs in alignment with State, Federal and local regulations and policies;
- Deliver and manage communications to internal and external customers;
- Administer program budget, including budget preparation, forecasting, and monitoring expenses and revenue;
- Plan, implement, and monitor program or service area goals and objectives in alignment with Department goals to ensure effective programming and operations;

- Monitor and report on assigned area activities, including managing resources, tracking short and long-term work activities and provide recommendations to management staff to improve efficiency in assigned area;
- Serve as the subject matter expert in assigned specialty and provides consultation to subordinates, vendors, and management on assigned area of expertise;
- Set the standard for safety and adhere to all applicable safety and environmental standards and regulations, including City safety standards and policies;
- May act as a representative of the Department in assigned program or service area;
- Implement programs which may include such functions as scheduling, coordinating, and assigning staff to projects;
- Oversee request for proposal processes, participate in the preparation of vendor contracts, negotiate contracts, and act as lead contract administrator for planned program objectives;
- Prepare a variety of narrative and periodic reports to keep management informed of program/project status;
- Implement program audit systems to ensure appropriate use of public funds;
- Develop qualitative and quantitative measures to evaluate program/project financial status, customer satisfaction, contractor performance, and public relations;
- Maintain current knowledge of external program trends and legislation to ensure necessary compliance;
- May represent the Department and participate in regional and state efforts to meet compliance, legislative and societal goals;
- Develop, implement and evaluate marketing and educational materials to present to internal and external customers;
- Use City computer applications (including but not limited to Microsoft Suite) and databases to track program status and funds and use;
- Prepare reports, memos, and supporting documentation;
- May act as Division Manager on a temporary basis, as assigned; and
- Perform other related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field; AND
- Three (3) years' experience leading, supervising, managing, and coordinating work including but not limited to, customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards; OR
- Generation/Substation/Transmission and Distribution/System Operations Specialties: Three (3) years of experience in a lead, supervisory, or senior role performing work, including but not limited to a Supervisor, Engineer, Manager, Lead Technician, or Foreperson,

ACCEPTABLE SUBSTITUTION

- For Generation/Substation/Transmission and Distribution/System Operations Specialties: additional years of experience in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, Lineworker, or working in a lead, supervisory, or senior role performing work, including but not limited to a Supervisor, Manager, Lead Technician, or Foreperson may substitute for the degree requirement on a year for year basis up to four (4) years.
- For Generation/Substation/Transmission and Distribution/System Operations Specialties: Two (2) years of experience working in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, or Lineworker may be substituted for one (1) year of experience as a lead, supervisor, or senior role up to six (6) years.
- Two (2) years of experience in customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards may be substituted one (1) year of experience as a lead, supervisor, manager, and coordinator experience up to six (6) years.

LICENSES/CERTIFICATIONS

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

DESIRABLE QUALIFICATIONS

- An advanced degree in Engineering, Public or Business Administration, Environmental Sciences or related field is desirable.
- When assigned to Systems and Project Management, a: Project Management Professional (PMP) certification from Project Management Institute (PMI) or an equivalent certification from accredited program is desirable.
- When assigned to Generation/Substation/Transmission and Distribution/System Operations Specialties, experience working in a power plant, substation, transmission & distribution, or Electric System Control Center environment is desirable.
- When assigned to Safety Compliance, an in depth knowledge of OSHA and CalOSHA standards is desirable.
- When assigned to Environmental Compliance, an in-depth knowledge of Spill Prevention, Control and Countermeasures (SPCC), Air Permits, and Water Permits is desirable.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- Incumbents may be subject to initial and periodic comprehensive background checks.
- May be required to work unusual hours and weekends in performance of their duties and be available on an "on call" basis.

Other Requirements:

- Must be able to perform all of the essential functions of the job assignment.
- Incumbents may be subject to initial and periodic comprehensive background checks.
- May be required to work unusual hours and weekends in performance of their duties and be available on an "on call" basis.

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 Directive 100.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to interview.

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of Santa Clara will not sponsor, represent, or sign documents related to visa applications/transfers for H1B or any other type of visa which requires an employer application.

Knowledge, Skills, and Abilities

Knowledge of:

- Local, State and Federal Laws related to environmental, safety, health, electrical system construction, maintenance,

inspection, and NERC regulations pertaining Electric Utilities;

- Best practice utility maintenance and project planning strategies and methods;
- Cost-benefit and return on investment analysis for proposed programs
- Basic understanding of Electric Utility economics, methodologies and principles;
- Best practice utility compliance, maintenance and operations methods;
- Electric department contract methodologies;
- Project management tools and methodologies, including workload planning and budgeting;
- Project and workload planning;
- Preparation, negotiation, and administration of contracts and fiscal planning;
- Negotiation techniques and strategies;
- Principles and practices of customer service;
- Research methods and statistical analysis;
- Principles and practices of management, employee supervision, training, and performance evaluation;
- Pertinent State, Federal, and Local laws and regulations for assigned specialty area;
- Problem solving and conflict resolution practices and techniques; and
- Office safety practices, procedures and standards.

Ability to:

- Develop, implement, and monitor programs and projects;
- Effectively problem solve with various teams and management to improve and streamline processes;
- Supervise staff in compliance with applicable Memorandum of Understandings
- Analyze situations, identify problems, and exercise sound independent judgment within established guidelines;
- Identify, research and gather relevant information from a variety of sources;
- Collect and analyze data and prepare a variety of statistical and narrative reports;
- Operate standard office equipment and learn City databases and software programs;
- Develop and maintain electronic databases;
- Effectively develop, negotiate, and monitor contracts;
- Interpret and apply laws and regulations, policies and procedures;
- Communicate clearly and effectively both orally and in writing and carry out oral and written instructions;
- Prepare and present clear, concise and complex written and oral reports and presentations;
- Develop and conduct effective public relations programs on assigned specialty;
- Speak effectively before large groups of people;
- Establish and maintain tactful, courteous and effective working relationships with those contacted in the course of work including the general public;
- Work independently with minimal supervision;
- Work effectively as a member of the department to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Work effectively in time-sensitive situations and meet deadlines;
- Coordinate multiple projects and complex tasks simultaneously;
- Develop creative and practical solutions to complex and difficult problems; and
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

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 **1) Cover Letter and, 2) 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 will be reviewed on a weekly basis for consideration to the position. If you are interested in applying you are encouraged to apply as soon as possible, before the position is closed. A first review of applications will be on September 18, 2023.**

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.

Benefits

City of Santa Clara Benefit Summary Overview for Bargaining Unit #9 Miscellaneous Unclassified Management

This summary provides a brief overview of the City of Santa Clara’s benefits available to Bargaining Unit #9 employees in 2023. In the event of any conflict between the information in this summary and the applicable official plan documents, City Manager’s Directives (CMDs), Personnel and Salary Resolution, or Memorandum of Understanding (MOU), the applicable official plan documents, CMDs, Personnel and Salary Resolution, or MOU will prevail over this summary. Benefits are subject to change.

Retirement:

- Membership in the California Public Employees Retirement System (CalPERS)
 - Classic Employees: 2.7% @ age 55 formula –employee pays 8.00% of gross pay, minus \$61 bi-weekly
 - New Employees: 2.0% @ age 62 formula – employee pays 7.00% of gross pay
- Medicare and Social Security (FICA)
 - Employee pays 6.20% up to \$9,114.00 (Social Security) and 1.45% (Medicare) of gross pay

Health Insurance:

- City contribution up to \$1827.48/month, based on enrollment in a CalPERS health plan
- Employees electing health coverage with premiums above the City health contribution will pay additional premium costs from salary on a pre-tax basis
- Coverage is effective the first of the month after date of hire
- If an employee enrolls in a plan with a premium that is less than \$946.86/month, they will be paid the difference in cash
- An employee hired on or after 1/1/2023 is eligible for a cash-in-lieu benefit of \$250/month if they sign an annual attestation and provide proof of Alternative Required Coverage for themselves and their Tax Family, if applicable. Contact Human Resources for more details

Dental Insurance:

- Choice of two Delta Dental plans; enrollment is mandatory
- City pays lowest cost of employee only plan (\$22.22 for 2023); additional cost is paid by employee
- Coverage is effective on the first day of the month following three full calendar months of employment

Vision Insurance:

- Choice of two VSP plans
- City pays the lowest cost employee only plan (\$9.00 for 2023); additional cost is paid by employee
- Coverage is effective the first of the month after date of hire

Voluntary Employee Beneficiary Association (VEBA):

- City contributes \$50.00 a month toward employee's VEBA account. Account funds may be used to pay for qualified medical expenses after separation from the City and after age 50 (pre-tax)
- If account balance is less than \$2,000 upon separation, then account funds can be used immediately

Life Insurance:

- City pays for \$50,000 of Basic Life Insurance coverage. Employer premium is \$9.55/month
- Coverage is effective the first of the month after one calendar month of employment
- Additional optional insurance may be purchased by the employee for the employee, spouse, domestic partner, and/or dependent children

State Disability Insurance (SDI):

- Employee pays 0.9% of gross pay; max deduction of \$1,378.48 (includes Paid Family Leave)
- 7 day waiting period. Maximum benefit is \$1,620/week for absences due to non-work related injuries/illnesses. Benefit is based on earned wages in a specific 12-month period

Paid Family Leave (PFL):

- Up to 8 weeks of benefits within a 12-month period to care for a family member or to bond with a new child
- No waiting period. Minimum benefit is \$50/week. Maximum benefit is \$1,620/week. Benefit is based on past quarterly wages

Long Term Disability (LTD) Insurance:

- Benefit is 60% of basic wage up to \$13,333; max \$8,000/month
- City paid benefit. City pays \$.207/\$100 of insured earnings
- 60 calendar day waiting period
- Coverage is effective the first of the month after one calendar month of employment

Deferred Compensation:

- Voluntary plan through Nationwide Retirement Solutions
- Employee may contribute up to the lesser of \$22,500/year or 100% of gross compensation into a pre-tax 457(b) account or a post-tax Roth 457(b) account (or a combination of the two accounts) subject to IRS rules. Employees over 50 years of age may contribute up to \$30,000/year

Flexible Spending Account (IRS Section 125 Plan):

- Employee may contribute up to \$3050 per year in pre-tax dollars to a health care spending account
- Employee may contribute up to \$5,000 per year in pre-tax dollars to a dependent care spending account
- Employee may contribute up to \$300 per month in pre-tax dollars to a commuter benefit plan

Vacation:

- Vacation is accrued bi-weekly, cannot use vacation during first 6 months of City service
 - For 1 – 4 years of service: 10 days (80 hours)/year
 - For 5 – 9 years of service: 15 days (120 hours)/year
 - For 10 - 15 years of service: 21 days (168 hours)/year
 - For 16 - 20 years of service: 22 days (176 hours)/year
 - For 21+ years of service: 24 days (192 hours)/year
- Maximum accrual is 480 hours
- Once per year, employees can elect to convert up to 80 hours of accrued vacation to cash to be paid out in up to two cash-outs the following calendar year

Sick Leave:

- Sick leave is accrued bi-weekly for equivalent of 96 hours per calendar year with no maximum accrual
 - Up to 48 hours/year of accumulated sick leave may be used for family illness
 - Up to 32 hours/year of accumulated sick leave may be used for personal leave
- Employee may convert sick leave to vacation once per calendar year (annual maximum conversion is 96 hours sick to 48 hours vacation)

- Partial sick leave payoff provision on retirement depending on years of service and sick leave cap (balance as of 01/01/2004 plus 1,500 hours)

Management Leave:

- 120 hours of management leave credited to employees each January 1st
 - New employees hired between January 1st and June 30th receive 120 hours of management leave their first year
 - New employees hired between July 1st and December 31st receive 60 hours of management leave their first year
- Unused management leave may be carried over from one calendar year to the next; however, an employee may never have more than 240 hours (calendar years 2021 through 2024) of “banked” management leave

Holidays:

- Seventeen paid eight-hour holidays per year (13 & 4 holidays between 12/25 to 1/1 of following year)

Mobile Communication Device Allowance:

- \$80/month in lieu of carrying a City-issued cell phone

Auto Allowance (an alternative to mileage reimbursement or use of a City vehicle):

- Department Heads receive \$320/month (up to \$520, with City Manager approval). Other Unit 9 employees can receive \$200/month (Up to \$500 with City Manager approval)

Tuition Reimbursement Program:

- Up to \$2,000 per fiscal year for tuition reimbursement. See CMD 26 for details

Employee Assistance Program:

- Confidential counseling to employees and dependents. Up to maximum of five (5) consultations per family member per incident per year; City paid premium is \$4.03/month
- Employees may call Managed Health Network (MHN) confidentially at 1-800-227-1060

Retiree Medical Reimbursement Program:

- Employees who retire from the City with at least ten (10) years of service shall receive reimbursement to help cover retiree single health insurance premiums. The reimbursement maximum includes the PEMHCA minimum.
- Up to age 65, retirees are eligible for reimbursement up to \$406/month in 2023 (amount adjusted annually)
- After age 65, retirees are eligible for reimbursement up to \$243/month in 2023 (amount adjusted annually)

Alternate Work Schedule:

- An employee shall be eligible to work a 9/80 alternate work schedule according to the conditions, criteria, and requirements set forth in City Manager's Directive 71. Requests to work a 9/80 schedule shall be made through or by the Department Head to the City Manager. The City Manager must approve the schedule and the City Manager or Department Head (for employees other than Department Heads) may terminate the schedule at any time.

Agency

City of Santa Clara

Address

1500 Warburton Ave.

Santa Clara, California, 95050

Phone

408-615-2080

Website

<http://www.santaclaraca.gov>

Electric Program Manager Supplemental Questionnaire

*QUESTION 1

Which position are you interested in applying for? Select all that apply.

- Capital Project Management
- Contracts Portfolio
- Distributed Energy Resources, Renewable Energy and Power Purchase Contracts
- Environmental
- Safety
- System Operations

*QUESTION 2

Select the level of education you have attained:

- I possess a Master's degree from an accredited college or university in Engineering, Public or Business Administration, Environmental Sciences or closely related field.
- I possess a Bachelor's Degree from an accredited college or university in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field.
- I possess a three (3) years of units (90 semester/135 quarter units) from an accredited college or university in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field.
- I possess two (2) years of units (AA/AS degree or 60 semester/90 quarter units) from an accredited college or university in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field.
- I possess one (1) year of units (30 semester/45 quarter units) from an accredited college or university in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field.
- I possess a high school diploma or GED.
- I do not possess any of the above.

*QUESTION 3

If you are applying for the for Capital Project Management, Contracts, Distributed Energy Resources/Renewable Energy/Power Purchase Contracts, Environmental OR Safety specialties, select the option that describes how you meet the experience requirements:

- I possess three (3) years experience leading, supervising, managing, and coordinating customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards.
- I possess six (6) years of experience in customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards.
- I possess four (4) years of experience in customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards AND two (2) years of experience as a lead, supervisor, manager, and coordinator.
- I possess two (2) years of experience in customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards AND one (1) year of experience as a lead, supervisor, manager, and coordinator.
- I do not meet the minimum qualifications.
- I am not applying for these specialties.

*QUESTION 4

If applying for the for the System Operations ONLY, select the option that describes how you meet the experience requirements:

- I possess three (3) years of experience in a lead, supervisory, or senior role performing work, including but not limited to a Supervisor, Engineer, Manager, Lead Technician, or Foreperson.
- I possess six (6) years of experience in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, or Lineworker.
- I possess four (4) years of experience in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, or Lineworker AND one (1) year of experience in a lead, supervisory, or senior role.
- I possess two (2) years of experience in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, or Lineworker AND two (2) years of experience in a lead, supervisory, or senior role.
- I do not meet the minimum qualifications.
- I am not applying for this specialty.

*QUESTION 5

If you are applying for the System Operations Specialty, additional years of experience in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, Lineworker, or working in a lead, supervisory, or senior role performing work, including but not limited to a Supervisor, Manager, Lead Technician, or Foreperson may substitute for the degree requirement on a year for year basis up to four (4) years. If this substitution applies to you, please indicate the number of years of experience you possess in these areas and where this experience was obtained. If this is not applicable to you, please indicate NA.

*QUESTION 6

Describe how you meet the experience requirement for the specialty in which are applying to and include where you obtained this experience.

*QUESTION 7

Do you have experience in any of the following areas or work assignments? Select all that apply.

- Experience working in an Electric Utility
- Experience working in a public utility
- Experience working in a power plant
- Experience working in a substation
- Experience in transmission & distribution
- Experience in operations & maintenance
- Experience writing, developing or administering safety compliance standards
- Experience writing, developing or administering environmental compliance standards
- In-depth knowledge of OSHA and CalOSHA standards
- In-depth knowledge of Spill Prevention Control and Countermeasures (SPCC)
- In-depth knowledge of Air Permits or Water Permits
- Experience developing and managing contracts including development of scopes of work and review for contract compliance
- None of the above

***QUESTION 8**

Describe your lead, supervisory, or managerial level experience in your related field, including the number of personnel lead or supervised.

***QUESTION 9**

Describe your experience leading, supervising, managing, and coordinating programs in your assigned specialty area.

***QUESTION 10**

If you are applying for the Safety and/or Environmental positions, indicate any OSHA trainings completed and/or certifications you possess.

***QUESTION 11**

If you are applying for the Program Manager – SVP Contracts Portfolio, please respond to the following question. If you are not applying for this position, write NA. SVP enters into a wide variety of contracts such as public works contracts, lease agreements, power purchase agreements. What types of contracts have you negotiated and managed? Describe a complex contract situation that you negotiated or resolved.

***QUESTION 12**

If you are applying for the Program Manager – SVP Contracts Portfolio, please respond to the following question. If you are not applying for this position, write NA. Provide a list of at least five different types of contracts that you have developed or managed. Include the type of contract, contract value, and the specific activities you performed to develop or manage that contract.

***QUESTION 13**

If you are applying for the Program Manager – SVP Contracts Portfolio, please respond to the following question. If you are not applying for this position, write NA. Following a strategic plan update in 2018, Silicon Valley Power is continuing to undergo change including the need to update and construct significant electric infrastructure while improving preventative maintenance using project and contract management best practices. How would you support these change management activities?

***QUESTION 14**

If you are applying for the Program Manager – SVP Contracts Portfolio, please respond to the following question. If you are not applying for this position, write NA. How do you manage multiple high priorities that may change? How would you track outstanding activities including activities to be performed by you or those waiting for action from others?

***QUESTION 15**

If you are applying for the Program Manager – Capital Projects Management, please respond to the following question. If you are not applying for this position, write NA. Describe your experience with large, complex, and high dollar value projects. Indicate your role in the project and duration for participation (include project value). If none, write NA.

***QUESTION 16**

If you are applying for the Program Manager – Capital Projects Management, please respond to the following question. If you are not applying for this position, write NA. Describe your role and responsibilities related to the design and construction and/or review of receiving station, substation, or transmission line improvements. If none, write NA.

***QUESTION 17**

If you are applying for the Program Manager – Capital Projects Management, please respond to the following question. If you are not applying for this position, write NA. Describe your experience managing outside engineering consultants. If none, write NA.

* Required Question