



City of San Jose

Senior Power Resources Specialist (Risk Management and Contract Administration) - Energy Department

SALARY	\$135,211.44 - \$165,634.56 Annually	LOCATION	San Jose
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	202300342	DEPARTMENT	Energy Department
OPENING DATE	04/05/2024	CLOSING DATE	5/6/2024 11:59 PM Pacific

Our diverse and inclusive workforce of more than 7,000 employees play a key role in the success of San José, the heart of the Silicon Valley. All City of San José employees work together as one team to make San José a vibrant, innovative, and desirable place to live and work. Visit [here](#) to learn more about San José.

About the Department

San José Clean Energy, or SJCE, is San José's local, not-for-profit electricity supplier operated by the City of San José's Energy Department. Since 2019, our dedicated and motivated team has provided clean energy for residents and businesses at competitive rates, while also offering community programs, local benefits, and increased transparency and accessibility.

San José Clean Energy serves more than 350,000 customers and has a peak load of almost 1 GW. SJCE is responsible for purchasing over 4,500 GWh of electricity annually and has an annual operating budget of over \$300 million. Serving our community with respect and integrity is at the core of what we do. Joining our team means that you will be making a big impact and in the forefront in the fight against climate change. SJCE plays an important role in meeting San José's ambitious goal to be carbon neutral by 2030 and in implementing Climate Smart San José, the City's climate action plan.

SJCE centers equity in its drive to provide clean, renewable energy at competitive rates and provide local benefits. Since inception, SJCE has sprinted ahead to now provide 60% renewable and 95% carbon-free energy in our base product and has contracted to add over 1GW of new solar, wind, and battery storage to the grid. SJCE's low carbon energy supply is foundational as we work to meet the electrification goals outlined in Climate Smart San José. For more information about San José Clean Energy, please visit: www.sanjosecleanenergy.org.

Position Duties

The department is seeking to fill one (1) full-time Senior Power Resources Specialist position to support the Risk Management and Contracts Administration Division.

This position is part of an exciting fast-paced team responsible for mitigating risks and managing a power portfolio comprised of hundreds of MegaWatts of renewable energy projects.

The selected candidate will have the following duties and responsibilities:

- Manage and lead the administration of power purchase agreements (herein, referred as “power supply agreements”), including monitoring and ensuring compliance with contractual obligations.
- Review, understand and interpret power supply agreements; Develop and implement processes to ensure the power supply agreements are managed and settled timely, accurately, efficiently and in compliance with the contracted terms.
- Prepare, review and verify the accuracy of power supply settlement statements and invoices from counterparty power supply agreements and CAISO.
- Review and verify accuracy of the power supply prepayment transaction related invoices and ensure timely settlement.
- Interpret, analyze, communicate and resolve issues that arise during contract administration and manage the dispute resolution process with counterparties and CAISO in co-ordination with the Power Scheduling Agent.
- Develop procedures for invoice verification and oversight over settlement support functions.
- Collaborate with internal and external parties during negotiations and execution of power supply agreements and advise on implications to settlements process.
- Lead the development of analytics to validate settlements, measure contract performance and compliance.
- Responsible for driving process improvements in contract management.
- Responsible for ensuring RCA Staff team maintains an understanding of existing and new regulatory laws related to California energy markets that could impact power procurement.
- Provide technical advice and guidance to staff as needed.
- Understand SJCE Risk Management Policy and Regulations and application of relevant provisions for contract administration.
- Perform other duties that may be assigned.

The Risk Management and Contracts Administration Division is responsible for providing independent oversight of the risks in transacting for energy products and services as well as ensuring compliance with adopted risk management policies and procedures. This unit provides strategic support to facilitate the development and execution of various power supply agreements, and also manages the contracts administration and settlements function.

Competencies:

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

- **Job Expertise** – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures, policies, and federal and state rules and regulations. Demonstrates knowledge and experience in the energy industry, financial modeling, risk analysis or financial data analysis. Degree in Business, Economics, Mathematics, Statistics, Financial Engineering, Finance, Accounting or analytical degree related field to utility business are highly desirable.
- **Analytical Thinking** – Approaches a problem or situation by using a logical, systematic, sequential approach.
- **Initiative** - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- **Problem Solving** – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- **Collaboration** – Develops networks and builds alliances; engages in cross-functional activities.
- **Project Management** - Ensures support for projects and implements agency goals and strategic objectives.
- **Leadership** – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- **Communication Skills** – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Selection Process:

The selection process will consist of an evaluation of the applicant's training and experience based on the application, resume and answers to the Job Specific Questions. Only the candidates whose backgrounds best match the position will be interviewed.

To be considered for this vacancy, candidates must answer all job specific questions and complete all sections in the on-line application (including education and work experience); otherwise, applications will be deemed incomplete.

If you have any questions about the duties of this position, the selection or hiring processes, please contact Adrienne Barreto at adrienne.barreto@sanjoseca.gov

Additional Information:

Please note that applicants are not accepted through CalOpps or any other third party job board application system. To apply, applicants must complete an application via the City of San Jose's website at www.sanjoseca.gov/citycareers.

The application deadline is **11:59 PM on Monday May 6, 2024**. Please allow adequate time to complete the application and submit before the deadline or the system may not save your application. If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. **IF YOU DO NOT RECEIVE THE CONFIRMATION**, please email CityCareers@sanjoseca.gov and we will research the status of your application.

E-mail will be the default method of correspondence with applicants. To ensure that you receive timely notifications regarding your application status for this recruitment, please enter a valid e-mail address when submitting your application.

Salary Information:

The current salary range for Senior Power Sources Specialist is: \$135,211.44 - \$165,634.56 yearly. Bargaining Unit: City Association of Management Personnel (CAMP) The actual salary shall be determined by the final candidate's qualifications and experience. These range includes an approximate five (%5) ongoing pensionable pay.

Minimum Qualifications**Education:**

A Bachelor's degree from an accredited college or university in Business, Economics, Engineering, Environmental Studies, Law, Natural Resources, Statistics, or related field to utility business.

Experience:

Three (3) years of experience in energy resources operations, planning, purchasing, scheduling, or contract negotiations.

Required Licensing:

Possession of a valid State of California driver's license may be required.

Form 700 Requirement:

This position required a disclosure of outside investments, real property interest, income, and business positions. You must complete and file an "Assuming Office Form 700" with the City Clerk's Office within the first 30 days of employment with the office.

Benefits

The City of San Jose offers a wide range of core health benefits including Medical, Dental, Vision, Employee Assistance Program, Life Insurance, Disability, and Savings Plans. Please visit the City's [benefits page](#) for detailed information on coverage, cost, and dependent coverage.

For information on the City's Retirement Plan(pension for full-time employees), please visit the Office of Retirement Services [website](#). You will be able to view information based on different Sworn/Federated job classification.

In addition to the benefits above, there is an [additional perks site](#) to explore further benefits of working for the City of San Jose like paid leave, educational reimbursements, and holiday pay are specific to the job classification and union membership.

Additional Information:

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent or sign any documents related to visa

applications/transfers for H1-B or any other type of visa which requires an employer application.

Please note that applications are currently **not** accepted through CalOpps or any other third party job board application system.

This recruitment may be used to fill multiple positions in this, or other divisions or departments. 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.

Please allow adequate time to complete the application and submit before the deadline or the system may not save your application. If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. IF YOU DO NOT RECEIVE THE CONFIRMATION, please email CityCareers@sanjoseca.gov and we will research the status of your application.

Agency

City of San Jose

Address

200 E Santa Clara St

San Jose, California, 95113

Phone

(408) 535-1285

Website<https://www.sanjoseca.gov/>

Senior Power Resources Specialist (Risk Management and Contract Administration) - Energy Department Supplemental Questionnaire

***QUESTION 1**

What is the highest level of education you have completed?

- High School Diploma or the equivalent (GED)
- College (1 to 29 semester units/ 1 to 44 quarter units)
- College (30 to 59 semester units/ 45 to 89 quarter units)
- College (60 to 89 semester units/ 90 to 134 quarter units)
- College (90 to 119 semester units/ 135 to 179 quarter units)
- College (120 or more semester units/ 180 or more quarter units)
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree
- Other
- None of the above

***QUESTION 2**

If you have a bachelor's degree or higher from an accredited college or university in a related field, please state the field of study and the issuing accredited college or university.

***QUESTION 3**

How many years of experience do you have in energy resources operations, planning, purchasing, scheduling, or contract negotiations?

- Fewer than (3) years
- Three (3) years or more

***QUESTION 4**

This position requires a State of California Driver's License. Please select the applicable option that best describes your driver's license, or your ability to possess a valid driver's license.

- State of CA, Class A Driver's License
- State of CA, Class B Driver's License
- State of CA, Class C Driver's License
- I do not possess a State of California Driver's License but, I can obtain one.
- I do not possess a State of California Driver's License and I cannot obtain one

***QUESTION 5**

Please describe your experience in quantitative and analytical modeling and reporting.

***QUESTION 6**

Please describe your experience with handling large amounts of data and data visualization tools.

***QUESTION 7**

Please describe your experience in energy settlements and/ or invoice verification.

* Required Question