



City of San Jose

## Power Resources Specialist I/II (Power Resources Division) - Energy Department

<b>SALARY</b>	\$99,503.04 - \$131,913.60 Annually	<b>LOCATION</b>	San Jose Metropolitan Area
<b>JOB TYPE</b>	Full-Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	202300448	<b>DEPARTMENT</b>	Energy Department
<b>OPENING DATE</b>	05/30/2024	<b>CLOSING DATE</b>	Continuous

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](http://www.sanjosecleanenergy.org).

### Position Duties

This department is seeking to fill one (1) full-time **Power Resources Specialist I/II** position to support the Power Resources Division.

The Power Resources Specialist I/II position reports to a Principal Power Resources Specialist in the Power Resources Division. This position is part of an exciting, fast-paced team responsible for procuring hundreds of megawatts of renewable energy projects.

The selected candidate will have the following duties and responsibilities:

- Supports the preparation, issuing, and evaluation of solicitations related to Energy, Resource Adequacy and Renewable Energy Credits.
- Assists with the evaluation of pre- and post-release solicitation materials for long-term energy projects such as stand-alone and collocated energy storage, wind, and solar resources.
- Assists in the management, analyzing, and enforcing of power contracts, including long-term energy contracts through development, construction, and operation.

- Assists in the management and resolution of matters related to resources performance within the California Independent System Operator's energy and capacity markets.
- Supports SJCE Scheduling Agent, particularly focusing on stand-alone and collocated storage and renewables, based on SJCE's internal strategies and policies.
- Conducts primary research related to SJCE obligations within the CAISO, CPUC, and other regulatory frameworks with particular focus on matters related to stand-alone and collocated storage, and renewable energy assets.
- Participates in completing analysis and prepare procurement plans, including managing consultants, and developing procurement strategies.
- Supports and undertakes projects related to power, procurement, and validation; assists in the approval of energy purchases or sales of surplus energy.
- Participates in joint procurement with other Community Choice Aggregators (CCAs) and CA Community Power.
- Develops and maintain relationships with power suppliers and consultants.
- Assures compliance with Federal, State, and local requirements.

The ideal candidate is a highly motivated individual with strong analytical, quantitative, and problem-solving skills. The candidate should have effective communication skills, show attention to detail, and be able to work independently. Candidates that are highly collaborative with colleagues and outside stakeholders are ideal.

### **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 applicable professional/technical principles and practices, Citywide and departmental procedures/policies, federal, state rules and regulations.
- **Analytical Thinking** – Approaches problems or situations using a logical, systematic, sequential approach.
- **Collaboration** – Develops networks and builds alliances; engages in cross-functional activities.
- **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's ideas and thoughts.
- **Fiscal Management** – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- **Planning** - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- **Project Management** - Ensures support for and drives projects, implements goals towards strategic objectives.
- **Problem Solving** – Approaches situations or problems by defining the issue; determines the significance & priority, collects information from various sources; uses logic & intuition to make decisions and solution sets & outcomes.
- **Teamwork & Interpersonal Skills** – Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

### **Salary Information:**

Power Resources Specialist I is \$99,503.04 - \$121,255.68.

Power Resources Specialist II is \$108,282.72-\$131,913.60.

This range includes an approximate five (5%) ongoing on-pensionable pay. Actual pay shall be determined by the candidate's qualifications and experience.

### **Minimum Qualifications**

#### ***Power Resources Specialist I***

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

**Experience:** None

#### ***Power Resources Specialist II***

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

**Experience:** One (1) year of experience in energy resources operations, planning, purchasing, scheduling, or contract negotiations.

**Licenses or Certificates:** 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.

THIS IS A HYBRID POSITION, REQUIRING PART OF THE WORK WEEK TO BE ONSITE IN THE DOWNTOWN SAN JOSE OFFICE. The hybrid work schedule may change due to the department's business needs in the future.

## Other Qualifications

### Selection Process

The selection process will consist of an evaluation of the applicant's training and experience based on the application, cover letter and resume, and responses to the Job Specific Questions. Only the candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/writing exercise.

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 and withheld from further consideration.

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.

**This position will remain open until filled with the first application review will take place on June 13, 2024; therefore, we encourage applicants to apply as soon as possible**

If you have questions about the duties of this position, the selection or hiring processes, please contact Vanessa Rojas via email at [vanessa.rojas@sanjoseca.gov](mailto:vanessa.rojas@sanjoseca.gov).

## 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](mailto:CityCareers@sanjoseca.gov) and we will research the status of your application.

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Agency

Address

**Phone**

(408) 535-1285

**Website**<https://www.sanjoseca.gov/>**Power Resources Specialist I/II (Power Resources Division) - 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 (1) year
- One (1) year or more

**\*QUESTION 4****This position may require 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 contracts management.****\*QUESTION 6****Please describe your experience working with procurement processes (such as energy, power or other commodities).**

\* Required Question