



City of San Jose

Power Resources Specialist I/II (Regulatory Compliance & Policy) - Energy Department

SALARY	\$103,477.92 - \$137,198.88 Annually	LOCATION	San Jose Metropolitan Area
JOB TYPE	Full-Time	REMOTE	Flexible/Hybrid
		EMPLOYMENT	
JOB NUMBER	202300643	DEPARTMENT	Energy Department
OPENING DATE	09/17/2024	CLOSING DATE	10/29/2024 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 our One Team Leadership Values and Expectations, including quality and excellent customer service and [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. SJCE serves more than 350,000 customer accounts, and has contracted for more than 1 GW of power.

Joining our team means that you will be making a big impact on 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 the City’s climate action plan, Climate Smart San José. Thanks to SJCE, San Jose has one of the cleanest energy mixes of any large city and offers a 60% renewable product and a 100% renewable product.

Serving our community with respect and integrity is at the core of what we do. We center equity, diversity, inclusion and belonging in our work. The department also hosts active staff-led Culture and Racial Equity committees, and has won awards for its education and outreach work with Spanish and Vietnamese-speaking communities.

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 Power Resources Specialist I/II position to support the Regulatory Compliance and Policy Division.

The ideal candidate is a skilled and highly motivated individual, with creative problem-solving skills, the ability to learn quickly, and the desire to work both independently and collaboratively. Good judgment, initiative, and cooperation with other staff and outside stakeholders are assets to this position. Under general direction of the Deputy Director, this position

will be responsible for supporting the division's engagement in state regulatory affairs to protect and advance San José policy, business, and community interests.

Typical duties of this position may include, but are not limited to:

- Monitor, review, interpret, and explain to a variety of audiences regulatory proposals and other policy issues with an eye toward impact on SJCE and its customers.
- Respond to compliance and data requests by gathering relevant data, drafting reports, and receiving approvals within designated timeframes.
- Support the preparation of comments, position papers, testimony, and the like related to a variety of technical regulatory proceedings impacting SJCE energy procurement, energy management, and electric rates.
- Work independently and with stakeholders to influence state policy.
- Build and maintain stakeholder relationships including non-profit, business, and government entities, and where appropriate build regional and statewide coalitions to support the interests of the department.
- Work closely with technical experts and external regulatory counsel to develop effective and persuasive communications before state agencies as required.
- Represent SJCE in work with other CCAs and with SJCE's state trade association.
- Manage a portfolio of regulatory proceedings and/or compliance reporting, including tracking issues, analyzing potential impacts, engaging with stakeholders, and communicating with other internal divisions.
- Perform other related duties as required.

Salary Information:

Power Resources Specialist I is \$103,477.92 - \$126,104.16.

Power Resources Specialist II is \$112,607.04-\$137,198.88.

This range includes an approximate 5% ongoing non-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

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. Experience in the electric industry, and specifically with regulatory affairs and compliance.

Analytical Thinking - Approaches a problem or situation by 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 inwriting; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

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.

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.

Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

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.

Selection Process

The selection process will consist of an evaluation of the applicant's training and experience based on the application, 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.

The application deadline is 11:59 PM on Tuesday October 29, 2024.

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.

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 additional 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/>

**Power Resources Specialist I/II (Regulatory Compliance & Policy) - 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**

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 4**

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

- Less than one (1) year
- One (1) year or more

***QUESTION 5**

Do you have experience working on issues stemming from California Public Utilities Commission, the California Energy Commission, or the California Independent System Operator?

***QUESTION 6**

Do you have experience in preparing compliance-related reports to state agencies?

* Required Question