



City of San Jose

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

SALARY	\$103,477.92 - \$137,198.88 Annually	LOCATION	San Jose Metropolitan Area
JOB TYPE	Full-Time	JOB NUMBER	202300684
DEPARTMENT	Energy Department	OPENING DATE	09/30/2024

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

This position is open until filled with a review date of October 16, 2024

The City of San José Energy Department seeks to fill one (1) full-time Power Resources Specialist I/II position in the Customer Programs Division.

The Power Resources Specialist I/II will be responsible for overseeing operations and helping to implement Distributed Energy Resources programs. The selected candidate will be responsible for ensuring existing and future programs are

running efficiently by overseeing day to day operations and conducting regular analysis and reporting of program operation and performance.

The ideal candidate is skilled and highly motivated individual, with creative problem-solving abilities and strong data analytics skills. The position will be part of a fast-paced team, often working on multiple high-priority projects and short deadlines. Good judgment, initiative, and cooperation with other staff and outside stakeholders will be an asset to this position. The Customer Programs Division is responsible for the successful implementation of customer programs that align with San Jose Clean Energy's programs priorities: reducing greenhouse gas emissions and peak demand, improving affordability, and increasing equitable access to clean energy technologies. Reporting to the Senior Decarbonization Programs Specialist for Distributed Energy Resources, this position will also support several analytical functions related to customer rates and electricity usage. The ideal candidate should have experience designing, implementing, and/or evaluating customer programs, using advanced Excel formulas for data analytics, working with programming languages like Python to achieve basic automations, and using software like Power BI or Salesforce to develop dashboards.

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

- Support division with analysis of financial and greenhouse gas emission impacts of new program offerings
- Support centralizing programs data onto a single platform and run queries to extract customer and programs data as needed
- Support automation and visualization of data for seamless reporting and regular tracking, including developing data dashboards and Python scripts that improve efficiency.
- Support cost-benefit analysis of existing and potential new SJCE programs
- Assist in the operations and reporting of SJCE's Solar Access program, in accordance with regulatory requirements. (Solar Access is a disadvantaged community green tariff program that provides a 20% electricity bill discount and 100% solar energy to more than 800 low-income customers in pollution-burdened neighborhoods.)
- Assist in the implementation and growth of SJCE's demand response program Peak Rewards, including coordination with SJCE's implementer.
- Assist in the design and implementation of future programs to encourage customers to adopt battery storage, solar, and other distributed energy resources.
- Help develop and implement innovative campaigns to grow program participation and expand program offerings to new areas of the City.
- Help develop and monitor progress towards indicators to measure program effectiveness.
- Assist with program compliance requirements and reporting.
- Help develop tools and processes to analyze the impact of alternative rate structures (ex. new time of use variants, low-income discounts, etc.)
- Analyze customer electricity usage and impact of programs and cost options.
- Respond to customer inquiries and interface with and support call center and billing operations contractor
- Provide quantitative analysis support for City Council and the Climate Advisory Commission
- Perform other related duties as required.

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.

Licensing Requirements

Valid 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 th

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 applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- 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 in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts. Demonstrates basic knowledge of negotiation skills.
- Fiscal Management – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- 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.

Salary Information

Power Resources Specialist I: \$103,477.92 – \$126,104.16

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

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

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.

If you have questions about the duties of this position, the selection or hiring processes, please contact Jessica Delgado via email at Jessica.Delgado@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 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 (Customer Programs 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 the energy resources operations, planning, purchasing, scheduling, or contract negotiations field?

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

***QUESTION 4**

Describe the most complex "Analytical" project you've worked on that required you to evaluate various types of data sets and make a recommendation about a course of action?

***QUESTION 5**

What role do you think Distributed Energy Resources play in the transition to 100% clean energy, and how can they contribute to a more resilient grid?

***QUESTION 6**

Describe a situation in which you used creative thinking to implement a solution that helped improve your efficiency, either by setting up some kind of automation or a standard process. What motivated you to seek out that solution? How did you approach the problem and go about designing the solution? What process did you use to test the solution and evaluate its effectiveness?

* Required Question