

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
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City of Alameda  
Code No. 7075  
Approved by CSB  
4/2/2025

## ENERGY RESOURCES ANALYST

### **DEFINITION**

Under direct supervision, assists with resource planning and acquisition, cost-of-service analysis, rate design, energy usage and demand analyses, contract negotiation and administration; and performs other related work as required.

### **DISTINGUISHING FEATURES**

The Energy Resources Analyst is an entry-level classification and is distinguished from the higher-level Senior Energy Resources Analyst by the complexity of tasks assigned as well as the amount of supervision needed.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

#### **Essential Duties**

1. Analyzes system and customer load data for use in forecasting, ratemaking and demand-side activities.
2. Assists with utility supply and demand-side management and planning studies including generation, transmission and/or distribution.
3. Assists with cost-of-service analyses and designs rates; assists with rate design and development; and tracks utility industry rate making trends.
4. Supports power operations plans and schedules.
5. Assists with analysis, interpretation, and application of electric contracts and regulations.
6. Assists in preparation of forecasts of system demand and energy load.
7. Assists in estimating electric costs based on loads and resources and with preparation of utility cost budgets.
8. Helps coordinate the implementation of rate changes.
9. Assists in handling customer rate problems.
10. Assists with the audits of utility bills and with utility cost accounting.
11. Monitors and analyzes utility costs vs. budgets, resource costs, utility billing methodologies, joint powers agency cost allocations and revenues and reports deviations; recommends corrective actions as needed.
12. Prepares administrative, statistical, and narrative reports and delivers presentations related to assigned responsibilities.
13. Develops methods for recording statistical and historical data.
14. Provides information for financial models related to supply and demand-side resources, operating costs, rates and revenues.
15. Assists with evaluation of supply- and demand-side resources.

#### **Other Duties**

16. Perform other related duties and responsibilities as required.

### **WORKING CONDITIONS**

- Indoor office or station environment, and outdoor environment while performing fieldwork. Outdoor work may be performed in close proximity to electrical high voltage line and equipment, heavy machinery, open trenches and

- heights associated with construction, inclement weather, dust, and noise.
- Travel to City work sites, locations, and meetings to conduct work.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, and vibration.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.

## **PHYSICAL DEMANDS**

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, and standard office equipment.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequently sitting or standing for extended periods of time
- Reach with hands and arms; repetitive movements of hands or wrist; stoop, crouch, squat, walk; twist and bend from the waist.
- Hearing and speaking to present and exchange information, and to communicate in person and by telephone.
- Fieldwork may involve mobility on uneven terrain, wearing protective clothing and/or equipment, and handling protective devices and materials.

## **EMPLOYMENT STANDARDS**

### **Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Graduation from an accredited four-year college or university with major course work in mathematics, engineering, computer science, business administration, economics, law, or a related field.

**Experience:** One year of full-time professional work experience utilizing a personal computer with spreadsheet or other software applications to develop analytical support for complex decision support. Utility experience is desirable.

### **Knowledge**

Knowledge of mathematical relationships including college level algebra; budgeting and accounting principles; economic theory; basic principles of utility supply management, power operations planning and scheduling; application of spreadsheet and/or other software.

### **Ability**

Ability to assist in the performance of technical and analytical studies related to the utility market, environmental impacts, generation and transmission and demand-side planning; utility usage and demand, utility costs, rates and revenues; analyze, interpret and apply conditions of utility contracts and regulations of an energy program including power supply and transmission rates; assist in development of financial models related to resources, costs, rates and revenues; apply the use of a personal computer to develop complex spreadsheet and statistical analyses and for the presentation of information; establish and maintain accurate records; interpret and analyze information; prepare and present studies and reports in both written and oral form; operate a variety of modern office and computer equipment, and applicable computer software and programs; set priorities and meet deadlines; communicate effectively; establish and maintain effective working relationships with employees and the general public; perform other related duties as required.

### **Other Requirements**

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

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NCW: Human Resources Department

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