

SENIOR ENERGY RESOURCES ANALYST**DEFINITION**

Under ~~administrative direction~~direction, provides highly responsible and, specialized management assistance by planning and directing comprehensive resource planning and acquisition, cost-of-service analysis, rate design, energy usage and demand analyses, contract negotiation and administration, studies and projects and performs other related work as required.

DISTINGUISHING FEATURES

This is the advanced journey level class in the Resource Analyst series. ~~Positions allocated to this class~~Incumbents are expected to exercise a high degree of responsibility for specialized research, analysis and program administration. Work in the class is distinguished from that of lower classes by the level of responsibility associated with assigned duties and by the degree of specialization required.

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. Develops and implements programs, systems, procedures and operating methods; develops and revises policies and procedures.
2. Evaluates the utility's supply and demand resource portfolio and recommends adjustments to match the City's and/or customers' risk and return preferences.
3. Monitors and evaluates the impact for Alameda of various activities related to the design of the wholesale electric market and assists in efforts to influence the outcomes of these activities to protect the interests of Alameda.
4. Assists in the development of commodity budget forecasts; reviews commodity bills for accuracy and compares to budgeted amounts and balancing account tracking; reviews bills for accuracy and compares to budgeted amounts, not limited to but including energy commodity and transportation costs.
- ~~5.~~ Assists in the development of commodity budget forecasts; reviews commodity bills for accuracy and compares to budgeted amounts.
- ~~5.~~
- ~~6.~~ Assists in the negotiation and writing of contracts for the purchase and/or sale of electric resources and other energy products with suppliers or buyers~~Assists in the negotiation and writing of contracts for the purchase and/or sales of electric resources with suppliers or buyers as appropriate.~~
- ~~7.~~ Assists in the negotiation and writing of contracts for the purchase and/or sales of telecommunication products with suppliers or buyers as appropriate.
- ~~8.~~7. Assists in the preparation of reports on wholesale energy products and resource planning studies to yield a portfolio of supply resources to best meet the customers' needs. Reports include the annual budget and semi-annual budget updates, five-year business plan, and the strategic plan.
- ~~9.~~8. Assists in the preparation of reports of wholesale energy products and resource planning studies to yield a portfolio of supply resources to best meet the customers' needs.
- ~~10.~~9. Assists in maintaining liaison with regional resource planning or supply agencies; may serve on agency committees as required; evaluates proposals by other agencies in terms of resource costs; availability and consistency with long-term City financial projections and resource needs, and recommends appropriate courses of action.
- ~~11.~~10. Keeps abreast of developments in resource planning processes and in supply resources technologies, seeking out

new technologies from public or private sources, evaluating new supplies as appropriate.

~~12.11.~~ May represent City on external agencies' task forces and working groups as assigned.

~~13.12.~~ Manages consultant contracts, utility resource planning projects, schedule coordination, political liaison, public relations, inter-utility coordination, and quality control.

~~14.13.~~ Assists in rate and cost of service studies as required and formulates recommendations for utility's rates.

~~15.14.~~ Assists in developing protocols to implement customer choice and direct access.

~~16.15.~~ Interfaces with regional and local system operators to ensure economic operation of utility systems.

~~17.16.~~ Assists in the development of commodity rates to reflect customer preferences and to be competitive with deregulated market rate offerings to all customer classes.

~~17.~~ Assists in budget preparation and administration.

~~18.~~ Prepares and provides reporting to regulatory agencies such as the CPUC, CAISO, and CEC.

~~19.~~ Organizes and facilitates workshops and stakeholder meetings related to energy resource planning and policy development.

~~20.~~ Develops and maintains databases and automated data feeds related to load, resources, weather, and customer attributes to support resource planning and decision-making.

~~21.~~ Conducts and directs research on energy policy and market issues, developing creative solutions to analytical problems while considering market and policy implications.

~~22.~~ Leads teams working on analytical projects, providing guidance and mentorship to junior analysts to develop their skills and ensure project success.

~~18.~~ Utilizes advanced data analytics tools such as Excel Macros, SQL and Python to perform complex analyses and support decision-making processes.

~~23.~~

~~19.24.~~ May supervise, train and evaluate assigned staff.

Other Duties

~~20.25.~~ 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

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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, economics, computer science, business administration, or a related field.

Experience: Five years of progressively responsible experience of comprehensive utility resource planning, acquisition and portfolio management.

Knowledge

Knowledge of forecasting, resource planning, commodity risk management and commodity price setting techniques, utility rate theory, design, structures and trends; mathematical relationships including college level algebra; budgeting and accounting principles; economic theory; basic principles of electricity; standard office equipment and software such as a personal computer and Microsoft Office; application of spreadsheet and other personal computer-based software to develop complex models to support decisions; advanced data analytics tools such as Excel Macros, SQL, and Python; utility rate theory, resource forecasting, and emerging energy supply technologies.

Ability

Ability to effectively manage comprehensive resource planning, commodity risk management and price setting functions, projects and studies; independently use complex computer models to perform resource planning, commodity risk management and price setting studies; perform technical and analytical studies of energy supply and demand-side resources, energy usage and electric demand, power cost, rates, and revenues; administer major programs; develop financial models related to resources, costs, rates, and revenues; apply the use of a personal computer to spreadsheet and statistical analyses and for the presentation of information; perform both complex and routine administrative work with speed and accuracy; operate a variety of modern office and computer equipment, and applicable computer software and programs; establish and maintain accurate records; interpret and apply established City policies, procedures and codes; interpret and analyze legislative and regulatory mandates impacting utility demand- and supply-side issues; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; participate and represent the City in a professional fashion in negotiations and other interactions with customers and external entities; prepare and present studies and reports concerning complex matters in both written and oral form; perform quantitative analysis; set priorities and meet deadlines; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; engage effectively with stakeholders and customers to promote programs and address inquiries; supervise, train, and evaluate assigned staff; 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.

~~Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~

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