

## **SUPERVISOR-ENERGY RESOURCES**

### **DEFINITION**

Under general direction plans, supervises and participates in the operation of the energy resources function and performs other work as required.

### **DISTINGUISHING FEATURES**

This is the most advanced journey level class in the Energy Resource Analyst series. Positions allocated to this class exercise a high degree of responsibility for managing the energy resources section, and performing 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**

1. Manages and administers policies and procedures for the energy resources section.
2. Oversees and coordinates section services, including access of information via electronic information retrieval systems and online catalogs, such as the Internet.
3. Supervises, trains and evaluates professional, technical and administrative support staff including scheduling for section operations and assignment of work activities, projects and programs; and recommends training for utility staff
4. Serves as a member of the utility's management team; assists in the planning, development and implementation of departmental goals, objectives, policies, and priorities.
5. Develops and implements utility programs, services and activities for the benefit of AMP customers, the community and the environment; ensures compliance with applicable federal, state, and local laws, regulations and court rulings related to work activities.
6. Directs assigned activities including energy resource planning and procurement, supply and demand-side management plans; complex modeling and decision analysts; rate development, energy risk management, and forecasting. Participates in long range planning and development of strategies to meet financial objectives.
7. Directs and participates in community programs, both in-house and through community outreach including presentations to a variety of audiences.
8. Compiles and analyzes utility activity reports; evaluates utility services, programs, systems, and procedures; prepares various reports; assists in the development, recommendation and implementation of Public Utility Board policies.
9. As assigned, develops and maintains Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), and Western Electricity Coordinating Council (WECC) documents and reports to ensure ongoing compliance with all applicable regulations and standards.
10. Assists and advises rate payers about utility programs and services.
11. Attends and represents the utility at professional meetings such as the Northern California Power Agency (NCPA) as required.
12. Assists in division budget preparation and administration.

## **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 a four-year college or university with major coursework in mathematics, engineering, economics, information management, energy management, or business or public administration, or a related field with a strong background in the electric utility industry.

Experience: Six years of progressively responsible professional administrative and management experience, of which two years of experience in the related specialty is required, involving the analysis of comprehensive administrative concerns related to utility strategies programs such as energy resource planning, acquisition, portfolio management, energy risk management or closely related field, , and at least one year of which shall have been in a supervisory capacity.

### **Knowledge**

Knowledge of electric utility resource planning, acquisition and portfolio management of the utility's power resource interests and obligations at the bulk power and distributed generation level; joint planning, procurement, portfolio management, power pooling and transmission arrangements with third parties, including joint powers agencies, system operators, utilities, customers and suppliers; economic planning of short-term and long-term energy efficiency programs; planning, development, evaluation, acquisition and operation of supply and delivery resources for electric power and other product lines based on forecast needs; commodity and enterprise energy risk management policies and programs; short-term and long-term resource operation and cost models; supply and demand-side resource planning and evaluation, energy supply and delivery costs; market based fuel and energy cost projections; power pool operation and cost analyses; cost of service allocation to customer classes; negotiation of contracts for the purchase and/or sales of utility resources and services, including energy and environmental commodities and transmission; development of rates and pricing structures incorporating cost of service factors and competitive factors; applicable utility business, financial, regulatory and management practices; power supply and demand-side resources, load management, and conservation measures; engineering economics, and project planning; financial, budgeting, and accounting principles and public financing techniques; forecasting, cost analysis and pricing design; operation of personal computers and information management with proficiency using word processing, spreadsheets, databases, presentation software, and web-based programs specific to energy resource planning; modern office practices and procedures including applications of information systems; effective methods of lead and project supervision; a high level of proficiency in English language usage, including excellent spelling, grammar and punctuation skills; principles and practices of supervision, training, performance evaluations and personnel management; and principles and practices of budget preparation and monitoring; and applicable laws, codes and ordinances.

### **Ability**

Ability to effectively plan, coordinate and manage utility resource planning, acquisition, risk and portfolio management activities and operations in a supervisory capacity requiring the management, training and evaluation of assigned staff; plan, administer, and evaluate work programs; interpret and apply complex laws, governmental regulations and contractual provisions applicable to the effective management of utility resource planning, acquisition, risk and portfolio management activities; analyze technical and financial data; make economic evaluations and comparisons; effectively prepare and present complex technical and analytical studies and reports for a range of audiences including Public Utilities Board members, elected officials, utility industry executives, regulatory agencies and public audiences using excellent written, oral and presentation skills; demonstrate effective leadership and gain consensus and support; set priorities and meet deadlines, and make sound decisions; perform qualitative research and analysis, and quantitative and general problem solving using superior critical thinking skills; embrace change;; clearly define problems and develop solutions; draw valid conclusions and project consequences of decisions and recommendations; perform both complex and routine work with speed and accuracy; work effectively under pressure and with frequent interruptions; serve as a responsible steward of the community's resources;

interpret, apply and explain established City and utility policies and procedures; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; establish and maintain effective working relationships with other agencies such as NCPA, contractors, other work groups and departments, employees, and the general public; and supervise, train and evaluate assigned staff.

#### Other Requirements

Work outside regularly scheduled hours as required.

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.