

<u>Salary Schedule</u>	<u>MOU</u>	<u>Benefits</u>
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City of Alameda  
Code No. 7075

Pending Approval by CSB~~Approved by CSB~~

7/1/09

## ENERGY RESOURCES ANALYST

### DEFINITION

Under ~~direct supervision~~general direction, ~~assists with resource planning and acquisition~~performs professional level work to develop, monitor, analyze and adjust load forecasts, financial forecasts, cost-of-service analysis, rate design proposals, energy usage ~~patterns, and~~ demand analyses, resource planning and acquisition analysis, contract negotiations, oral and written communications, and ~~various administrative~~administrative; and performs other related work as required.

### DISTINGUISHING FEATURES

The Energy Resources Analyst is an ~~entry~~journey-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

1. Monitors and Analyzes-analyzes system and customer load data for use in forecasting, ratemaking and demand-side activities.
2. Maintains and upgrades various forecasts of system demand and energy load.
3. Maintains and upgrades cost-of-service models, contributes to rate designs, contributes to development of new rate structures, and monitors utility industry rate making trends.
4. Analyzes power cost estimates against load, resource and historical trend information, and incorporates the results into various modeling tools and utility budgets.
5. Reconciles actual power expenditures, analyzes power cost estimates against actual power expenditures, and reports deviations to stakeholders.
6. Prepares administrative, statistical, and narrative reports, and makes presentations related to assigned responsibilities.
7. Maintains various statistical and historical data records.
8. Monitors, analyzes and report on the status of various regulatory and/or legislated programs.
9. Maintains a basic understanding of the California Independent System Operator markets and related operations.
10. Provides information to develop financial models related to supply- and demand-side resources, operating costs, rates and revenues.
11. Assists with utility supply and demand-side management studies, planning studies, and generation, transmission, and of distribution studies.
12. Assists with analysis, interpretation, and application of electric contracts and regulations.
- ~~4.13.~~ Assists in handling customer rate problems.
- ~~2.1.~~ Assists with utility supply and demand-side management and planning studies including generation, transmission and/or distribution.
- ~~3.1.~~ Assists with cost-of-service analyses and designs rates; helps develop rate structures for electricity; and tracks utility industry rate-making trends.
- ~~4.1.~~ Assists with power operations plans and schedules.
- ~~5.1.~~ Assists with analysis, interpretation, and application of electric contracts and regulations.
- ~~6.1.~~ Assists in preparation of forecasts of system demand and energy load.
- ~~7.1.~~ Assists in estimating electric costs based on loads and resources and with preparation of utility cost budgets.
- ~~8.1.~~ Helps coordinate the implementation of rate changes.
- ~~9.1.~~ Assists in handling customer rate problems.
- ~~10.1.~~ Assists with the audits of utility bills and with utility cost accounting.
- ~~11.1.~~ Monitors and analyzes utility costs vs. budgets, resource costs, utility billing methodologies, joint powers agency cost allocations and revenues and reports deviations and recommends actions.
- ~~12.1.~~ Prepares administrative, statistical, and narrative reports and makes presentations related to assigned responsibilities.
- ~~13.1.~~ Develops means for recording statistical and historical data.
- ~~14.1.~~ Provides information to develop financial models related to supply- and demand-side resources, operating costs, rates and revenues.
- ~~15.1.~~ Assists with evaluation of supply- and demand-side resources.
- ~~16.14.~~ Perform other related duties as required.

## **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 and/or other software applications to develop analytical support for complex decision ~~support~~. Advanced skills using Microsoft Office including experience with complex formula development, pivot tables, graph and table presentations in Excel, Word and Powerpoint.- Electric Utility-utility experience is highly 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; 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 as a condition of initial and continued employment.

r: 6/23/09, 8/22/16

CL: Human Resources Department

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