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City of Alameda  
Code No. 7073  
Approved by CSB  
7/1/09

**SENIOR ENERGY RESOURCES ANALYST**

**DEFINITION**

Under administrative direction, provides highly responsible, 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 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**

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 budget forecasts 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.
6. 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. 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. 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. 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. 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. May represent City on external agencies' task forces and working groups as assigned.
13. Manages consultant contracts, utility resource planning projects, schedule coordination, political liaison, public relations, inter-utility coordination, and quality control.
14. Assists in rate and cost of service studies as required and formulates recommendations for utility's rates.
15. Assists in developing protocols to implement customer choice and direct access.
16. Interfaces with regional and local system operators to ensure economic operation of utility systems.
17. Assists in the development of commodity rates to reflect customer preferences and to be competitive with deregulated market rate offerings to all customer classes.
18. Assists in budget preparation and administration.
19. May supervise, train and evaluate assigned staff.
20. 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, 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; application of spreadsheet and other personal computer-based software to develop complex models to support decisions.

### 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; 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; 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 as a condition of initial and continued employment.

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CL: Human Resources Department

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4/23/2013