

CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION

TITLE: RESOURCE ANALYST II (JOB CODE 696)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Electric Utility</u>	<u>Electric Division Manager or Senior Resource Analyst</u>	<u>Non-Exempt</u>

Description

CLASS SUMMARY

The Resource Analyst II is ~~the journey level position in the Resource Analyst series~~ assigned to work in the City’s Electric Utility Department, Silicon Valley Power (SVP). Incumbents in this classification perform supply resource planning, acquisition, and portfolio management assignments on a wide range of projects and may serve in a project manager capacity as required. ~~This position exercises a high degree of responsibility for specialized research, analysis, and program administration.~~ Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Resource Analyst II performs analytical work, exercising a high degree of responsibility for specialized research, analysis, and program administration. It differs from the lower-level Resource Analyst I classification in that the latter performs more routine tasks and duties. It differs from the higher-level Senior Resource Analyst in that the latter is a supervisory position that performs work of advanced complexity.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

~~A combination of education and experience equivalent to:~~

- ~~• Bachelor’s Degree in Engineering, Economics, Mathematics, Business, Accounting, or other related field from an accredited college or university; and~~
- ~~• One (1) year of experience performing tasks, including but not limited to:
 - Analyzing data
 - Managing programs, projects, and/or contracts
 - Developing financial or technical reports
 - Interpreting complex rules and procedures
 - Preparing research reports
 - Building spreadsheets, databases, and/or computer programs~~
- ~~• Three (3) years increasingly responsible experience in any of the following areas: utilities resource planning, commodity acquisition and portfolio management, California Independent System Operator (CAISO) Market activity, Renewable Portfolio programs, Federal Energy Regulatory Commission (FERC) initiatives and activities, and/or California Greenhouse Gas (GHG) Cap and Trade program.~~

ACCEPTABLE SUBSTITUTION

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Four (4) additional years of relevant experience may be substituted for the Bachelor's Degree requirement on a year for year basis.

License *LICENSES/CERTIFICATIONS*

~~None~~ Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

DESIRABLE QUALIFICATIONS

Work experience in any of the following areas:

- Energy resource management, planning, procurement, or optimization
- California Independent System Operator (CAISO) market, tariff, and procedures
- Renewable Portfolio Standards
- California Greenhouse Gas (GHG) Cap and Trade program
- Regulatory agencies such as CPUC, CEC, FERC

~~None.~~

OTHER REQUIREMENTS

- ~~Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements~~
- Must be able to perform all of the essential functions of the job assignment, with or without reasonable accommodation.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

TYPICAL DUTIES

~~Duties may include, but are not limited to, the following:~~

~~Under minimal supervision: This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~

Under general direction, the incumbent will:

- Prepares, analyzes, supports negotiations of, and administers contracts and agreements related to planning, project development, transmission purchase and sale, interconnection, power product purchases, balancing authority area, and settlement agreements
- Reviews, evaluates, and drafts contracts, and regulatory filings related to Silicon Valley Power's resource and transmission interests
- Prepares requests for proposals and evaluates technical, economic, and regulatory feasibility of contracts and projects
- Manages consultant contracts, utility resource planning projects, schedule coordination, political liaison, public relations, inter-utility coordination, and quality control

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- Optimizes the City's power supply portfolio by identifying, analyzing, and assessing market trends and costs and making appropriate recommendations regarding short-term and long-term strategic planning
- Assists in the development and implementation of policies and procedures related to resource planning and management
- Assists in rate and cost of service studies as required and formulates recommendations for utility rates
- Performs resource planning, commodity price risk management, and price setting studies
- Researches, follows, and makes recommendations regarding proposed legislation, regulatory changes, litigation, power supply contracts, energy transactions, and current trends that affect the City's position in the energy market
- Ensures program compliance with Federal, State, and local laws, rules, and regulations
- Participates in the California Independent System Operator (CAISO) stakeholder process
- Develops and implements programs, systems, procedures, and operating methods
- Assists in the development of commodity budget forecasts
- Conducts and prepares reports of wholesale energy products and resource planning studies to yield a portfolio of supply resources to best meet the customers' needs
- Represents the City's electric utility interests to a variety of organizations and agencies on power resource planning
- Works with other industry organizations/agencies, such as Pacific Gas & Electric (PG&E), California Independent System Operator (CAISO), California Municipal Utilities Association (CMUA), Northern California Power Agency (NCPA), California Energy Commission (CEC), Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), and Western Electricity Coordinating Council (WECC), which may include creating and/or submitting reports or comment documents which may be required via contract or tariff provisions or may be in response to industry initiatives
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- California Independent System Operator (CAISO) wholesale market rules and tariffs
- Forecasting, resource planning, commodity price risk management, and commodity price setting techniques
- Principles and practices of statistical, economic, and financial analysis for optimization of forecasting and modeling
- Principles of contract preparation and administration
- Integrated resource planning theory, principles and practices and their application to a wide variety of electrical systems
- State and federal environmental policies and procedures
- Energy portfolio dispatch and market trends
- Microsoft Office Suite products including Word, Power Point, and a high level of expertise with Excel
- Environmental and safety practices, procedures and standards

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Ability to:

- Use complex computer models to perform resource planning, commodity price risk management, and price setting studies
- Use spreadsheet software programs, such as Excel, with a high level of expertise
- Interpret legislative and regulatory mandates impacting utility demand- and supply-side issues
- Manage projects, coordinate efforts of others, and prepare professional reports and requests for proposals
- Perform technical and analytical studies of energy supply and demand-side resources, energy usage and electric demand, power cost, rates, and revenues
- Develop financial models related to resources, costs, rates, and revenues
- Negotiate with representatives of other utilities and regulatory agencies regarding resource supply and/or compliance requirements
- Use software programs including Word, PowerPoint, and Excel to create and submit reports
- Establish and maintain tactful and cooperative working relationships with those contacted in the course of work, including the general public
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload and meet strict deadlines

SUPERVISION RECEIVED

Works under the general [directionsupervision](#) of an Electric Division Manager or Senior Resource Analyst.

SUPERVISION EXERCISED

May provide technical direction and training to the Resource Analyst I.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

CLASSIFICATION HISTORY

Established 1/2014; Rev. 2/2014; [Rev. 10/2024](#)