



Date: June 28, 2016

To: City Manager for Council Action

From: Director of Human Resources

Subject: Approval of the Revised Job Description for Senior Power Analyst and Job Title Change to Principal Power Analyst

EXECUTIVE SUMMARY

The Principal Power Analyst is a management position in the unclassified service, and is responsible for managing the Back Office operations relating to the purchase and sale of wholesale electric power and the necessary documentation and auditing of regular, complex transactions.

It is proposed to update the job description and to change the job title from Senior Power Analyst to Principal Power Analyst due to the broader range of responsibility and a higher level of experience and training this management position is requiring.

The job description incorporates the expectation for the incumbent to adhere to the City's Code of Ethics and Values, and demonstrate strong professional and service-oriented leadership. In addition, this position is "at will" in the city's unclassified service and the incumbent serves at the discretion of the City Manager.

ADVANTAGES AND DISADVANTAGES OF ISSUE

Approval of the revised job description will provide an updated job description. There are no disadvantages.

ECONOMIC/FISCAL IMPACT

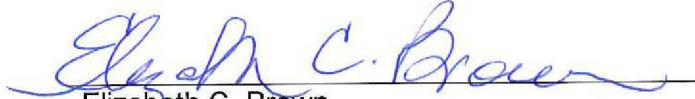
There is no economic or fiscal impact to the City in approving the revised job description, other than administrative staff time and expense.

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RECOMMENDATION

That the Council approve the revised job description for Senior Power Analyst and job title change to Principal Power Analyst .



Elizabeth C. Brown
Director of Human Resources

APPROVED:



Rajeev Batra
Acting City Manager

Documents Related to this Report:

- 1) *Job Description for Principal Power Analyst*

CITY OF SANTA CLARA, CALIFORNIA
PRINCIPAL POWER ANALYST
(Unclassified)
(154)

EDUCATION AND EXPERIENCE:

Minimum Qualifications

- Education and experience equivalent to a Bachelor's Degree from an accredited college or university in Finance, Accounting or closely related field
- Five (5) years of increasingly responsible administrative experience in finance, including accounting and auditing, two (2) of which must have been at the managerial level
- Electric Energy Industry experience is desirable

LICENSE

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a professional, management position in the unclassified service responsible for managing the Back Office operations relating to the purchase and sale of wholesale electric power and the necessary documentation and auditing of regular, complex transactions. As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES

Duties may include, but are not limited to, the following.

Under general direction:

- Manages, controls, settles, and accounts for all wholesale electricity transactions ensuring data integrity;
- Plans, coordinates and performs complex accounting, statistical, financial analysis and financial reporting tasks;
- Exercises quality control over contents of various financial reports, budgets and other financial documents;
- Audits and assures the contract and policy compliance with the City's Market Risk Management Policy and Procedures;
- Designs and manages accounts receivable and payable functions for all wholesale electricity transactions;
- Captures and validates the contract, financial and market data produced in the Wholesale Power Trading Division;

PRINCIPAL POWER ANALYST (continued)

- Analyze and verify the contract compliance of City's energy-based transactions including power purchases and sales, and other fuel;
- Assist in the design and development of information technology applications;
- Organizes workflow and assignments of the Back Office staff;
- Supervises, trains, motivates and evaluates staff;
- Supports trading activities and balances the portfolio of buy/sell transactions;
- Oversees the deal capture, confirmation, and account settlement processes for all wholesale electricity trades;
- Prepares various complex monthly, quarterly and annual accounting reports;
- Reviews and resolves disputes between counterparties;
- Research and resolve meter data discrepancies
- Assists in the preparation and administration of the operating budget of settlement and risk;
- Operate and use a variety of modern office equipment, and computer software programs including current windows applications, Word, Excel (advanced user), PowerPoint and to learn and operate new programs as required;
- Prepare reports, memos, and supporting documentation;
- Assist in the development and implementation of the Department's goals, objectives, policies, procedures and work standards;
- Works closely with the trading and risk managers; and
- Perform other related duties as required.

KNOWLEDGES, SKILLS, & ABILITIES

Knowledge of:

- California ISO compliance and settlement procedures and processes;
- Problem resolution of documentation and validation of wholesale electricity trades;
- Generally accepted governmental accounting principles, policies, procedures and practices;
- External accounting and financial reporting requirements, and financial analysis;
- Concepts and techniques of financial control systems and methodology;
- Effective leadership, supervision, training and project management principles and practices;
- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Complex spreadsheets and database applications;
- Office safety practices, procedures and standards; and
- Methods and procedures required to validate the sale of wholesale electricity transactions.

Ability to:

- Effectively develop and set objectives, identify and prioritize plans and strategies and efficiently allocate resources to meet goals and timelines in relation to wholesale electricity transactions;
- Research, analyze and investigate work related issues;
- Maintain highly confidential information;
- Create, manage and maintain complex filing and record systems;
- Develop and maintain information technology applications;
- Evaluate situations, identify problems, make logical decisions and follow through on resolution;

PRINCIPAL POWER ANALYST (continued)

- Provide leadership and management in the division through coaching, enabling and facilitating employees working in a team environment;
- Plan, organize, direct, and coordinate division activities and effectively manage the work of others;
- Conducts research and analysis of complex technical issues; evaluates options and makes recommendations for action; prepares staff reports and recommendations;
- Gather, assemble, analyze, and evaluate complex financial and fiscal data and make sound recommendations and decisions;
- Prepare and interpret a variety of reports utilizing a variety of software packages very specific to the wholesale electric industry;
- Track a high volume of detail with accuracy;
- Communicate clearly and effectively in writing by using correct English grammar, spelling and punctuation;
- Establish and maintain effective working relationships with those contacted in the course of work including supervisors, subordinates, wholesale electrical power suppliers and customers;
- Work in a team-based environment and achieve common goals;
- Effectively handle multiple priorities, organize workload and meet strict deadlines; and
- Walk or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general direction provided by the Director of Electric Utility, Assistant Director of Electric Utility, Senior Electric Division Manager, and Electric Division Manager or other manager as assigned.

SUPERVISION EXERCISED

Manages administrative staff as assigned

SPECIAL CONDITIONS

May be required to work unusual hours, including evenings and weekends, and to be available on an on-call basis in emergency situations

OTHER REQUIREMENTS

- 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

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.