

CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION

**TITLE: SENIOR RESOURCE ANALYST (JOB CODE 771)**

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

**Description CLASS SUMMARY**

The Senior Resource Analyst is ~~a the~~ supervisory position in the ~~Resource Analyst series that performs professional level work for the~~ City’s Electric Utility Department, Silicon Valley Power (SVP). Incumbents in this classification provide leadership and supervision to plan ~~and~~, coordinate ~~, and direct~~ electric utility supply, demand-side resource acquisition, and portfolio management. ~~Incumbents exercise a high level of technical expertise, prepare written reports, and deliver oral reports for management, boards and commissions, City Council, and at meetings of outside agencies.~~ Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

~~The Senior Resource Analyst classification performs complex analysis and exercises a high level of technical expertise, prepares written reports, and delivers oral reports for management, boards and commissions, City Council, and at meetings of outside agencies. This classification differs from the lower-level Resource Analyst II in that the latter performs analytical work of a lower level of complexity. This classification differs from the higher-level Electric Division Manager classification in that the latter is a management position in the unclassified service and is responsible for managing a Division in the Electric Department.~~

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

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

- Bachelor’s Degree in Engineering, Economics, Mathematics, Business, Accounting, Information Technology, or other related field ~~from an accredited college or university~~
- ~~Five-Three (35) years of increasingly responsible experience performing tasks, including but not limited to the following. One (1) year must be in a lead or supervisory role:~~
  - 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

~~in any of the following areas: utilities resource planning or interconnections, commodity acquisition and portfolio management, utility stakeholder process, 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~~

- One (1) year of the required experience must be in a lead or supervisory role.

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### **ACCEPTABLE SUBSTITUTION**

Four (4) additional years of relevant experience may be substituted for the Bachelor's Degree requirement on a year for year basis.None

### **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

### **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

### **TYPICAL DUTIES**

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

~~Under general 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:~~
- Supervises and trains assigned staff; manages assigned activities including energy resource planning and procurement, supply and demand-side management plans, complex modeling and decision analysis, rate development, energy risk management, and forecasting
- Negotiates and administers contracts and agreements related to planning, project development, transmission purchase and sale, interconnection, power product purchases, balancing authority area and settlement agreements

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- Manages consultant contracts and project schedule coordination and inter-utility coordination
- Facilitates strategic planning processes through data acquisition, analysis, decision process facilitation, report preparation, and critical activity analysis and tracking
- Coordinate the development and implementation of short and long-term electric portfolio management plans
- Evaluates potential opportunities for power supply acquisition/optimization and power project participation
- Participates in the development of utility policies, resource planning, resource evaluation, and development of operating and risk management practices and procedures
- Participates in California Independent System Operator (CAISO) stakeholder processes where new market initiatives are discussed and advocates alternatives that maximize benefits to City customers.
- Negotiates, prepares, and administers energy and transmission contracts with various wholesale market participants to optimize power supply or transmission opportunities and resolve power supply issues
- Reviews contracts to ensure that obligations are met and evaluates opportunities to enhance returns on existing contracts
- Identifies and analyzes operational problems, conducts studies, strategically evaluates alternatives, and implements effective solutions for a wide variety of issues
- Monitors changes in California Independent System Operator (CAISO) tariff and products defined to increase reliability
- Monitors state and federal environmental legislation and interprets/analyzes potential impact to electric operations as well as long-term resource planning
- Provides input to legal proceedings that represent the City's interests and provides reports related to compliance with existing legislation
- Represents the department and/or the City to the public, other agencies, regional, and sub-regional committees, including conducting public meetings, making presentations, and responding to requests for information
- Performs other related duties as assigned

## KNOWLEDGE, SKILLS, & ABILITIES

### Knowledge of:

- California Independent System Operator (CAISO) scheduling and bidding procedures and protocols and CAISO market rules and tariffs
- Applicable Federal, State, and local laws, rules, and regulations
- Principles of utility planning involved in: the development, construction, operation within utility area, and joint action projects; energy trading and risk management; transmission and conservation of energy
- Principles of program evaluation, forecasting of load, energy, and market parameters using statistical or probabilistic techniques
- Principles and laws applicable to retail rate making
- Market operations related to bilateral and centralized market trading of wholesale power
- Microsoft Office Suite products including Word, PowerPoint, Excel

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- Environmental and safety practices, procedures and standards.

### 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
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Travel to and attend out-of-town one-day meetings on a regular basis
- Create, review 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.

### SUPERVISION RECEIVED

Works under the general supervision of Electric Division Manager or other managers as assigned

### SUPERVISION EXERCISED

Provides technical direction and training to the Resource Analyst I and Resource Analyst II.

### 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](#)