



Legislation Details (With Text)

File #: 18-629 **Version:** 1 **Name:**
Type: Consent Calendar **Status:** Agenda Ready
File created: 5/4/2018 **In control:** Council and Authorities Concurrent Meeting
On agenda: 5/22/2018 **Final action:** 5/22/2018
Title: Action on a Revised Job Title and Description for Electric Utility Risk Control Analyst

Sponsors:

Indexes:

Code sections:

Attachments: 1. Job Description- Electric Utility Risk Control Analyst, draft and clean copy

| Date | Ver. | Action By | Action | Result |
|-----------|------|--|-------------------------------|--------|
| 5/22/2018 | 1 | Council and Authorities Concurrent Meeting | Approved Staff Recommendation | |

REPORT TO COUNCIL

SUBJECT

Action on a Revised Job Title and Description for Electric Utility Risk Control Analyst

BACKGROUND

This is a management position responsible for performing professional level review, analysis, and processing in the reconciliation and risk management functions related to obligations under contract with Silicon Valley Power (SVP).

DISCUSSION

The job title was updated to include “Electric Utility” to be consistent with other job specifications within Silicon Valley Power and to distinguish it from other risk control positions in the City. The job description’s education and experience section was updated to include the experience of negotiating terms, fees and collateral requirements for energy contracts which is essential for this position. A desirable qualification was added to include the current data management software being used. The typical tasks section was updated to include the generation of monthly gross margin statements and managing Futures contracts on Intercontinental Exchange. This position is in the City’s unclassified service and is an “at will” position. There is no change to the position’s salary range.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

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

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any report to council may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the revised job title and description for Electric Utility Risk Control Analyst.

Reviewed by: Julia Hill, Human Resources Interim Director

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Job Description - Electric Utility Risk Control Analyst, draft and clean copy