



JOB DESCRIPTION

Principal Resource Scheduler / Trader

Date Prepared: July 2016

Class Code: 8422

SUMMARY: Under general supervision, manages and schedules the City's utility resources into the California Independent System Operator (CAISO) market, for the Electric Resource Planning & Development (ERPD) work group; communicates with the California Independent System Operators (CAISO) to verify resource availability, communicates with CAISO on ERPD operational and demand issues, schedules and coordinates natural gas with the Southern California Gas Company, performs daily gas and power transactions, and assists the work group with regulatory compliance and reporting activities..

DISTINGUISHING CHARACTERISTICS: -- Principal Resource Scheduler / Trader is the experienced advanced level in the job series; incumbents work under general supervision, and perform a variety of technical, specialized and complex duties.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, forecasts, manages and schedules the City's utility resources into the California Independent System Operator (CAISO) market for the Electric Resource Planning & Development (ERPD) work group.
- Monitors current CAISO issues; coordinates CAISO information with other ERPD staff and contractors.
- Performs daily energy transactions to procure short-term power and gas.
- Schedules daily gas requirements for the City.
- Oversees and monitors the City's natural gas portfolio.
- Assists with renewable resources procurement to meet the City's Renewable Portfolio Standard (RPS).
- Conducts bilateral trading of natural gas and power resources.
- Oversees and monitors the City's freely allocated Green House Gas (GHG) allowances from the Cap and Trade program for both the electric and gas utilities.
- Oversees and monitors the City's resource adequacy requirements.
- Participates in the California Air Resource Board Cap and Trade program and is knowledgeable of its current regulation. Keeps the ERPD group informed of any changes to the regulation.
- Assists with rate comparison surveys;
- Monitors gas and energy markets for planning purposes.
- Develops and distributes summary and status reports to City staff and external agencies.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate's Degree in Finance, Economics, Business Administration or related fields; AND five (5) years of experience in financial and economic analysis of public utilities operations. Bachelor's Degree in Finance, Economics, Business Administration or related field is preferred.

Knowledge of:

- City policies and procedures.
- State and federal laws, rules, policies, and regulations governing public utilities.
- Fundamental principles and operations of power generation and the natural gas and electric markets.
- Principles and procedures of record keeping and technical file maintenance.

Skill in:

- Following verbal and written instructions and procedures.
- Researching, collecting, and analyzing data, and generating reports.
- Operating a personal computer utilizing standard and specialized software and spreadsheets.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.