



JOB DESCRIPTION

Resource Scheduler

Date Prepared: July 2016

Class Code: 8420

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 & Management Development (ERPMD) work group; communicates with Independent System Operators (ISO) to verify resource availability, and communicates with CAISO on ERPMD operational and demand issues.

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 (ERPMD) work group.
- Monitors current ISO issues; coordinates CAISO information with other ERPMD staff and contractors.
- Performs daily energy transactions to procure short-term power and gas.
- Schedules daily gas requirements for the City.
- Monitors and participates in the California Air Resource Board Cap and Trade program.
- Assists with rate comparison surveys; monitors ISO 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 field; AND four years of experience in financial and economic analysis of public utilities operations. Bachelor's Degree in Finance, Economics, Business Administration or related field is desired.

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.