



JOB DESCRIPTION

Electric Resources Planning and Development Manager

Date Prepared: March 2014

Class Code: 8410

SUMMARY: Under general supervision, manages Electric Resource Planning & Development (ERPD) staff and functions for the City's Gas & Electric (G&E) Department; manages G&E resource planning, resource scheduling, contracts, and the customer service work group; ensures ERPD operations are in compliance with state and federal regulatory guidelines and standards.

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:*

- Oversees and manages ERPD staff; plans, prioritizes, and assigns tasks and projects; monitors work, develops skills, and evaluates performance; meets with team to discuss and resolve workload, special projects, quality standards, customer services, and technical issues; reviews work, identifies corrective actions, and ensures customer needs are met.
- Manages the development of ERPD long-term resource plan, power purchase contracts, settlements, resource scheduling and dispatch, and power supply projects.
- Reviews and evaluates economic reports and analyses, and updates energy resource management plans.
- Negotiates and administers contracts; manages budgets.
- Analyzes billings for services, and develops and administers rates and tariffs.
- Reviews and evaluates operations and documentation to ensure G&E is in compliance with quality and safety standards; prepares regulatory compliance filings and reports.
- Monitors regulatory changes and legislative initiatives and develops reports on potential impact.
- Supervises operations and staff of the customer service work group; develops public benefits programs, and associated rules and tariffs.
- Prepare and submit FERC rate filings.
- Develop retail electric service rates and tariffs
- Stays current with new industry practices and activities to ensure the use of Best Practices at G&E.
- 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:

Bachelor's Degree in Electrical Engineering, Public Administration, Business Administration or related field; AND five years of experience in public utilities operations.

Knowledge of:

- City policies and procedures.
- State and federal laws, statutes, rules, codes, and regulations governing public utilities, including Federal Energy Regulatory Commission (FERC), North American Electric Reliability

Corporation(NERC), Western Electricity Coordinating Council (WECC), and California Public Utilities Commission.

- Fundamental operations of the natural gas and electric markets, including electrical power distribution systems and rate design models.
- Principles of risk management, including contract management, and compliance regulations.
- Safety rules and regulations, occupational hazards, and safety precautions in public utilities operations.
- Principles and procedures of record keeping and technical file maintenance.

Skill in:

- Analyzing energy utilization trends, and developing plans and statistical models to ensure a reliable supply of energy for City customers.
- Analyzing technical issues, evaluating alternatives, and developing recommendations.
- Interpreting and explaining technical compliance policies, G&E program standards, and federal and state rules and regulations.
- Answering questions, investigating technical issues, advising staff, and resolving problems regarding power supplies, and technical and regulatory agency compliance issues.
- Researching, collecting, and analyzing data, and generating reports.
- Promoting and enforcing safety standards and practices.
- Assessing and prioritizing multiple tasks, projects and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Reviewing documents and extracting relevant information.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Registration as a Professional Electrical Engineer in the State of California or ability to obtain registration through reciprocity within six months from hire date.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.