



## JOB DESCRIPTION

### Resource Planner

Date Prepared: March 2014

Class Code: 8415

**SUMMARY:** Under general supervision, prepares long-term integrated utility resource plans, and evaluates electric resource projects and demand-side programs for the Electric Resource Planning & Development (ERPD) work group in the City's Gas & Electric (G&E) Department.

**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:*

- Participates in the preparation of short- and long-term electric system forecasts.
- Plans and administers special projects.
- Negotiates contract proposals, terms, and conditions.
- Assists in the implementation of City utility conservation programs.
- Assists with rate design studies.
- Represent G&E on legislative and regulatory committees.
- Reviews and analyzes federal and state legislation and regulatory filings.
- Monitors and reviews daily California Public Utilities Commission filings.
- Assists with the preparation of reports to regulatory compliance agencies.
- Monitors regulatory changes and legislative initiatives and develops reports on potential impact.
- 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 Engineering, Finance, Economics, or Business Administration; AND four years of experience in financial and economic analysis of public utilities operations.

##### Knowledge of:

- City policies and procedures.
- State and federal laws, rules, policies, and regulations governing public utilities and environmental issues.
- Fundamental principles and operations of power generation and the natural gas and electric markets.
- Principles and practices of integrated resources planning and organized markets.
- Principles of project planning and contract management.
- 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 and evaluating bulk power resources.
- Analyzing technical issues, evaluating alternatives, and developing recommendations.
- Researching, collecting, and analyzing data, and generating reports.
- 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.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.