



Energy Resource Analyst I-III

Roseville, CA

Salary Range: \$78,062-\$130,312 (USD) Annually

Final Filing Date: Open until filled. NCPA reserves the right to close this posting once a sufficient number of applications have been received.

DEFINITION

Under limited direction performs a variety of duties associated with the NCPA Contract Administration, Interconnection Services and External Affairs Department in support of our NCPA affiliated members' various city utility departments and other service-based clients. This position will develop and maintain Agency contracts and agreements, and coordinate development of reporting tools and reports needed to support members and fee for service clients on the Office 365 platform, including the use of Microsoft Power BI to display dynamic data within the intra and extranet systems. Performs analyses related to power pooling, load forecasting, power purchase and sale strategies, contract negotiations, litigation, risk management, policy development, regulatory reporting and interactions between NCPA members and customers, Utility Distribution Companies, Western Area Power Administration and the California Independent System Operator. The level of supervision will be dependent upon the incumbent's classification level (I-III).

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position requires that the incumbent reports for work on time and maintains satisfactory attendance in accordance with Agency policy; Ensures work responsibilities are covered when absent; Arrives to meetings and appointments on time; Performs special assignments as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities:

Develop and maintain Agency contracts and agreements to ensure such contracts are consistent with current business practices. Work with other subject matter specialists, including outside counsel as needed.

Coordinate development of reporting tools and reports needed to support members and other service clients on the Office 365 platform, including the use of Microsoft Power BI to display dynamic data within the intra and extranet systems.

Manage the Power Management division's document migration to the SharePoint environment, including coordinating and updating library and list structures as needed to support divisional needs.

Performs analyses related to power pooling, load forecasting, power purchase and sale strategies, contract negotiations, litigation, risk management, policy development, regulatory reporting and interactions between NCPA members and customers, Utility Distribution Companies, and the California Independent System Operator. Compile and submit regulatory and compliance filings to applicable authorities on behalf of NCPA and the NCPA members.

Assesses impacts of proposed changes to the CAISO tariff, Business Practice Manuals and Operating Procedures on NCPA/member operations, and regularly briefs staff and members on issues of importance; Develops recommendations to address identified impacts and secures approval for recommendations internally and externally; Influences CAISO process outcomes through active, knowledgeable and informed participation in assigned stakeholder processes; Demonstrates a thorough understanding of NCPA scheduling, dispatching and settlement processes, as well as how those processes are or could be affected by proposed changes to CAISO market and operational rules; Presents technical issues before NCPA management, membership, and before regulatory agencies.

Develops and presents reports to pool members on actions taken or needing to be taken under the Western Assignment and Administration Agreement; Maintains and updates Western base resource, CVPIA and O&M budget and forecasting model; Works with Western customers, Western and Bureau of Reclamation staff to consistently improve CVP forecasting and to enhance the value of the CVP project to members.

Develops and maintains an index and description of agreements and contract obligations, and identify applicable compliance and filing requirements to ensure the agency remains compliant with contract obligations and deadlines.

Works collaboratively with key staff representing any NCPA business unit to develop, and finalize contracts through negotiations, competitive bid processes and award, with a focus on renewable energy projects and power sales agreements. Ensures contract development, review and approval are done in accordance with agency procedures and processes.

Serve as an Agency subject matter expert, and support the responsible lead and primary point of contact for the following Agency agreements:

- NCPA Pooling Agreement
- NCPA Metered Subsystem Aggregator Agreement
- Schedule Coordination Program Agreement
- PG&E Interconnection Agreement
- Western Agreements

- NCPA Amended and Restated Agreement Regarding the Use and Non-Disclosure of Confidential Information and License to Use Intellectual Property
- Customer service agreements
- Power Purchase Agreements
- Others agreements as assigned

Serve as an Agency subject matter expert and support the responsible lead and primary point of contact for issues associated with the following Agency agreements:

- Facilities Agreement
- Project third phase agreements
- Member related agreements (Single-member service agreements, operating agreements and professional service agreements)
- Energy Procurement Agreements (WSPP, EEI, NAESB)
- Western Agreements
- TANC Agreements
- LEC Purchase Sale Agreement and Project Maintenance and Operations Agreement

Investigate and analyze issues that arise in contract and billing disputes with various entities. Prepare and provide analysis or recommendations as required.

Develop, coordinate and present reports and recommendations to management staff, the NCPA commission and established committees of the commission.

Coordinate with other business units and member staff to manage and maintain Agency generating unit data, intertie scheduling data, participant data and other data that is utilized within the Agency scheduling and settlement systems. Such data is generally reflected and/or stored in the CAISO Master File and/or the NCPA Member and Resources System (MARS) database.

Serves as the primary point of contact for CAISO new resource integration processes, procedures and issues. Provides front office support to Information Services Business Analyst/Project Manager for integration of new resources into NCPA.

Serves as CAISO User Authorization and Access Administrator to manage CAISO application access and NCPA Data Portal Administrator to manage NCPA application access including the NCPA Data Portal and NCPA Connect.

Provide other business units with feedback to better coordinate efforts of interdepartmental tasks (i.e. central database development, etc.).

Compile and submit regulatory and compliance filings to the applicable regulatory authorities to ensure Agency compliance with contract, tariff and other reporting obligations (e.g. Resource Adequacy and Renewable Portfolio Standards compliance).

Coordinate and manage Pooling activities, including monthly Pool meetings, through the development of meeting agendas, presentations, meeting notes and other activities to support communication and collaboration between NCPA staff and member staff.

Coordinate and manage certain service client activities, including periodic meetings, through the development of meeting agendas, presentations, meeting notes and other activities to support communication and collaboration between NCPA staff and fee for service client staff. Perform quantitative and qualitative analysis related to power pooling, load forecasting, power purchase and sale strategies, contract negotiations, litigation, risk management, policy development, and interactions between NCPA members, fee for service clients, Utility Distribution Companies and the California Independent System Operator.

Satisfy various data requests for NCPA staff, management, fee for services clients, and members in a timely manner.

Coordinate efforts and collaborate with staff to meet requirements set forth under existing and new agreements with the California Independent System Operator.

MINIMUM QUALIFICATIONS

Level I:

Education and/or Experience

Bachelor's degree in Mathematics, Economics, Business Administration or a related field from an accredited four-year college or university; and a minimum of six (6) months of related experience (energy field preferred).

Level II:

Education and/or Experience

Bachelor's degree in Mathematics, Economics, Business Administration or a related field from an accredited four-year college or university; and a minimum of two (2) years of related experience in identifying and analyzing energy products and ancillary services, energy pricing assessments, cost allocation models and practices, data analysis and conducting utility business within an increasingly restructured environment.

Level III:

Education and/or Experience

Bachelor's degree in Mathematics, Economics, Business Administration, or a related field from an accredited four-year college or university; and a minimum of four (4) years of related experience. Prior experience must be with electric utility industry regulatory filings, contracts, and regulatory agencies such as CAISO.

KNOWLEDGE AND ABILITIES

Knowledge:

Knowledge of Database software; Design software; Development software; Internet software; Spreadsheet software and Word Processing software; Knowledge of SAS (Statistical Analysis Software) to query Oracle databases and to present the results of those queries in informational reports; Microsoft Power Business Intelligence (Power BI) to query oracle databases and to present the results of those queries in informational reports; MS Office products for spreadsheets (Excel), word processing (Word), Email (outlook), drawing (Visio) and Presentations (PowerPoint); Knowledge of CAISO standards, energy procurement agreements; Knowledge of power purchase agreement structures, energy trading and trade capture systems, regulatory requirements and opportunities; Knowledge of general data manipulation and statistic principles.

Abilities:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; Ability to write reports, business correspondence, and procedure manuals; Effectively present information and respond to questions from groups of managers, clients, customers, and the general public; Ability to interpret a variety of instructions in written, oral or diagram form; Ability to develop queries and reports; Ability to use deductive reasoning and analytical judgement to develop solutions and conclusions.

SPECIAL REQUIREMENTS

Valid California Driver's License and insurance. Periodic travel may be required.

This job has no supervisory responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually quiet.

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.