



CITY OF PALO ALTO
invites applications for the position of:

Senior Resource Planner (Rates and Analytics)

SALARY: \$54.02 - \$81.03 Hourly
\$9,363.47 - \$14,045.20 Monthly
\$112,361.60 - \$168,542.40 Annually

OPENING DATE: 02/27/17

CLOSING DATE: 03/20/17 05:00 PM

DESCRIPTION:

REPORTS TO: Assistant Director Utilities - Resource Management
SUPERVISES: May supervise Resource Planners and temporary hires

Purpose of Classification

Senior Resource Planners are responsible for complex utility projects, programs, and operations, representing the City's interests with outside agencies and coordinating with them on studies, legislation, and regulations, and supervising subordinate management, professional, technical, and clerical staff. Incumbents also provide advanced level technical guidance to contractors, consultants, and City staff.

Distinguishing Characteristics

Employees in the Senior Resource Planner classification perform a variety of work, typically in the areas of commodity resource planning and procurement, utility financial forecasting and rate management, demand-side management, legislative and regulatory action, and inter-agency relationship management and joint action.

The person hired for this Senior Resource Planner position will be managing the Rates and Analytics Group within the Resource Management Division. The Rates and Analytics Group consists of a Senior Resource Planner and one to three Resource Planners. The group is responsible for forecasting electric, gas, and water consumption, financial forecasting and rate design for the electric, gas, water, sewer, and fiber utilities, back office activities for the City's electric, gas, and water supply portfolios (such as financial settlements, portfolio performance reporting, and compliance reporting), sales data analysis, and coordinating with customer service and administrative departments on financial management and billing.

For the full job description, please click [here](#).

ESSENTIAL DUTIES:

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Essential and other important responsibilities and duties for the Senior Resource Planner assigned to the Rates and Analytics Group include:

1. Overseeing and participating in rate-making functions, including utility reserve analysis and policies, long-range financial planning, new rate structure development, and detailed cost of service studies

2. Overseeing, leading, and participating in data collection for forecasts and assessing consumption patterns; preparing end-use and/or other forecast models identifying projected short and long-term utility consumption.
3. Performing research and interpreting utilities data, including sales data, load data, settlements data, and market operations and generation performance data.
4. Supervising technical, clerical, and temporary staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination and disciplinary recommendations.
5. Managing contracts and contract staff, including preparing RFPs, evaluating proposals, and managing contractors and consultants.
6. Preparing written reports and delivering oral reports for management, boards and commissions, City Council, and at meetings of outside agencies.
7. Managing and overseeing specialized studies in assigned area of responsibility.
8. Devising methods and procedures to obtain, maintain, and update large sets of market-related data; providing leadership, participating in, and/or overseeing the evaluation of data.
9. Managing the development and maintenance of databases and user interface tools.
10. Developing and recommending revisions to applicable municipal codes, ordinances, rules, regulations, policies, and/or procedures.
11. Identifying and analyzing operational problems; works with applicable internal staff and/or external agencies to evaluate alternatives and implement effective solutions.
12. Participating in the preparation and management of the Division budget, including capital improvement program budgets; monitors and approves expenditures in accordance with established policies.
13. Facilitating strategic planning processes through data acquisition, analysis, decision process facilitation, report preparation, and critical activity analysis and tracking.
14. Manages compliance reporting to various State and Federal agencies on a variety of topics and coordinates the City's participation in the State Cap and Trade Program.

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge and skills, which would typically be acquired through:

Bachelor's degree in Engineering, Economics, Business Administration, or a related field and seven years of progressively responsible related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's degree preferred.

Licensing Requirements:

- Valid California Driver's License.

MISSION: The Government of the City of Palo Alto exists to promote and sustain a superior quality of life in Palo Alto. In partnership with the community, our goal is to deliver cost-effective services in a personal, responsive and innovative manner.

Application Deadline: Qualified applicants are encouraged to apply promptly: The City of Palo Alto reserves the right to close any recruitment without notice. Positions without a closing date may close at any time. Other recruitments may be limited to a specific number of applicants. Please read job announcements thoroughly for important information.

Selection Process: Application screening will be part of the selection process. Based on application screening, those candidates with the most relevant qualifications will be invited to an oral interview, which may include a written exam and/or practical exam.

Accommodation: Persons with disabilities who require special accommodations may contact the Human Resources Department at 650 329-2376.

Resumes: are welcome as attachments; however they are not accepted in lieu of a complete City application.

The City of Palo Alto is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender, age, national origin or disability.

To Apply visit our website at www.cityofpaloalto.org

Position #201600339
SENIOR RESOURCE PLANNER (RATES AND ANALYTICS)
MP
