

ELECTRIC RISK AND COMPLIANCE SUPERVISOR

SALARY: \$10,076 to \$13,503 monthly (26 pay periods annually)

FINAL FILING DATE: Open Until Filled

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the regular and full-time position of Electric Risk and Compliance Supervisor in the Electric Department. The normal work schedule is Monday through Friday, 8:00 am –5:00 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

DEFINITION

To plan, organize, direct and supervise risk management and regulatory compliance programs within the Electric Department, to coordinate program activities with other divisions or departments; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from assigned supervisor.
- Exercises direct supervision over assigned professional, technical, and administrative staff and indirect supervision over select contract staff through a power management services contract.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of program goals and objectives, performance standards, controls, communications and methods to monitor and ensure department -wide regulatory compliance and risk management; establish schedules and methods for the performance of risk management and regulatory compliance duties.
- Plan, prioritize, assign, supervise and review the work of staff involved in the Electric Utility's risk management and regulatory compliance activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for purchases, equipment and services; monitor and control expenditures.
- Develop and document risk management and regulatory compliance related work processes and procedures.
- Identify potential risk and compliance issues in a timely manner; develop solutions and implement work plans to mitigate risks; prepare detailed reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; evaluate and work with employees to correct deficiencies; implement discipline procedures.

- Develop, improve and administer a unified enterprise risk management program to measure, evaluate and manage a broad range of risks associated with an electric utility. As part of the enterprise risk management program, provide analytical and consulting support to other utility organizational units and their subject matter experts in risk identification, quantification, prioritization, and mitigation.
- Develop, maintain and oversee risk management and compliance reporting.
- Support risk management and regulatory compliance oversight by ensuring compliance with risk management and regulatory compliance policies and facilitating oversight board meetings such as the Risk Management Committee and the Risk Oversight Committee.
- Supervise back office settlement functions. Supervise power supply counterparty credit risk management, including but not limited to evaluating counterparty financial conditions, setting and monitoring credit limits, managing collateral transfer requirements, and setting counterparty trading restrictions.
- Supervise and participate in the negotiation of master trading agreements with power supply counterparties.
- Supervise and facilitate with others the self-report process in the event of a regulatory violation; lead the development of effective mitigation plans including milestone commitments with designated responsible parties to prevent reoccurrence.
- Prepare written reports for use by City decision makers; prepare and make oral presentations related to the department's risk management and regulatory compliance activities.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of electric industry local, regional, state, and federal regulatory compliance.
- Techniques and practices of electric power generation as applied to energy price forecasting, resource planning, and optimization.
- Coverage and hedging strategies and risk management procedures.
- Research, analysis and report preparation related to electric utility risk management and regulatory compliance.
- Principles of enterprise risk management and internal controls as applied to an electric utility.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Organize, implement and direct energy risk operations/activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and explain regulatory standards and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of increasingly responsible experience in energy risk management or electric utility regulatory compliance; including two years of functional and technical supervisory responsibility.

Training:

A Bachelor's degree from an accredited college or university preferably with major course work in business administration, finance, public administration, economics, engineering, mathematics or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 2-8, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
 - Yes
 - No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years of experience do you have in energy risk management or electric utility regulatory compliance??
 - Less than 3 years
 - 3-5 Years
 - 5-10 Years
 - 10+ Years
4. Please list any relevant certifications you possess. Please attach copies of these certifications to your application.
5. Please describe your experience with federal, state, and local regulatory compliance, especially any experience applicable to an electric utility. What can a utility like Roseville Electric do to ensure ongoing full compliance with all regulatory standards?
6. Please describe your experience with or knowledge of energy risk management. What do you think are the biggest risks in this area a utility like Roseville Electric will face in the future?
7. Please describe your experience with enterprise risk management and/or an internal controls program. What are the most important aspects of such a program?
8. Please describe your supervision experience, including duration and quantity of staff.

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and

selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.