

72757274(Trainee-NC)7276 (NC)**CITY OF RIVERSIDE****HUMAN RESOURCES DEPARTMENT**07/21/09

Revised

**CLASSIFICATION SPECIFICATION**

**TITLE: UTILITIES ENERGY TRANSACTIONS ANALYST  
UTILITIES ENERGY TRANSACTIONS ANALYST (NON-CLASSIFIED)  
UTILITIES ENERGY TRANSACTION ANALYST TRAINEE (NON-CLASSIFIED)**

**DEFINITION**

Under general supervision, to perform responsible para-professional level review, analysis, confirmation, recondition and processing of invoices and settlement statements related to obligations under contracts, agreements, policies and procedures administrative by the Power Resources Division; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level/journey-level classification in the Utilities Energy Transaction Series. This class is distinguished from the Utilities Senior Energy Transaction Analyst classification by the performance of the more routine or less complex tasks and duties assigned to the positions within this series. Work is done under close supervision of a supervisor and/or a full journey-level Utilities Senior Energy Transaction Analyst. As experience is gained, incumbents are expected to perform journey level para-professional work in which assignments of limited to moderate difficulty are completed with substantial independence. Appointment to the higher class of Utilities Senior Energy Transaction Analyst requires that the employee meets the minimum qualification requirements for the class and applies through the competitive process. Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** Higher level management staff, as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level management staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Compiles, verifies and transmits settlement quality transaction information using custom and commercial software applications provided or adopted by the Power Resources Division.
- Reviews, analyzes and confirms transaction information for the purpose of verifying volumes and charges, contract compliance and amounts due or owing.
- Provides authorization for payment or invoicing of amounts due or owing.
- Provides back up and assistance to the Utilities Senior Energy Transactions Analyst as directed.
- Initiates, resolves and reconciles disputes pertaining to physical [and financial] transactions involving capacity, energy, transmissions, ancillary services, administrative and other resource related charges.
- Communicates orally and in writing with a diverse range of counterparts, as well as Power Resources management and staff regarding actual transaction volumes, charges and payment obligations.
- Provides frequent communication and coordination of information related to long-term resources, Tem Trading, Pre-scheduling, Real-Time scheduling, transaction settlements and Risk Management.
- Creates, compiles, and distributes reports related to rates, charges, policies and procedures in connection with the settlements function.

- Performs other duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Historical and restructured electric utility planning, trading, operating, risk management and transaction settlement practices.
- Basic bulk power electric system theory and practices including control area operations; Western systems.
- Coordinating Council policies, long-term reissues planning; term, prescheduled and real-time trading and scheduling practices; and generating and transmission resources characteristics.
- Power contract, tariffs and protocols interpretation and application.
- Contemporary word processing, spreadsheet, database and graphical presentation software packages.

### Ability to:

- Interpret, review, analyze and confirm, record, and process invoices and settlement statements related to obligations under contracts, agreements, and tariffs in accordance with established policies and procedures.
- Maintain accurate invoice and settlement data records to be utilized for power supply planning, operations, contract administration, budget preparation, audit functions, marketing and trading efforts.
- Accurately coordinate, interpret and apply the provisions of complex contracts, agreements, tariffs and protocols.
- Demonstrate good oral and written communication skills.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associates Degree (60 semester units) in business administration, electrical engineering, economics, or other relevant discipline.

Experience: Two years of electric utility experience in system operations, resource planning, power contract administration, or transaction settlements. Such experience should include the utilization of contemporary computer software to manage and analyze large volumes of data. Two years of education may be substituted with relevant electric utility experience on a year-for-year basis. No experience necessary for trainee level.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Utilities Energy Transaction Analyst Trainee

**TO:** Utilities Energy Transaction Analyst

**TO:** Utilities Senior Energy Transaction Analyst