



CITY OF PASADENA
Department of Human Resources
100 N. Garfield Ave., Rm S135, P. O. Box
7115
Pasadena, CA 91109-7215

<http://www.cityofpasadena.net/humanresources>

**INVITES APPLICATIONS FOR THE POSITION OF:
Principal Power Dispatcher**

An Equal Opportunity Employer

SALARY

\$47.21 - \$59.01 Hourly \$8,182.36 - \$10,227.95 Monthly \$98,188.27 - \$122,735.39
Annually

OPENING DATE: 02/04/10

CLOSING DATE: Continuous

THE POSITION

Under limited supervision, administers, coordinates, arranges and accounts for all pre-scheduled purchases, sales and interchanges of capacity and/or energy with other utilities.

APPLICATION MUST BE SUBMITTED ON LINE

ESSENTIAL FUNCTIONS

Reports to the Wholesale Energy Manager and is responsible for utilizing Pasadena's power resources while evaluating, negotiating, and implementing short-term power transactions with other utilities. Schedules resources and manages transactions to achieve a reliable and low-cost supply of energy; may work as an Independent System Operator (ISO) Specialist, Pre-scheduler, or in Real-time functions, correspondingly the incumbent will administer, evaluate, negotiate, implement, and account for energy, capacity, transmission, and ancillary service transactions with other utilities and the California ISO; prepares and updates daily and hourly load and resource forecasts; optimizes existing and future generation/transmission assets; monitors resource outages and limitations; performs gas and electric market analysis; provides direction to Real-time scheduling personnel on matters pertaining to schedules, resource availability, operating strategies, market prices; reviews power purchase contracts and/or negotiate short-term power purchases, sales and interchanges with other utilities; reviews interchange results daily and prepare monthly reports; participates in short-term gas and power resource planning; resolves discrepancies between scheduled and actual interchange quantities and prices; prepares daily and monthly performance, statistical, and accounting reports; administers contracts for gas resources and prepares generator incremental cost reports; develops relationships with the CAISO and other market participants; develops, configures, maintains, and trains others in the use of scheduling procedures and computer applications; may act in the absence of the Wholesale Energy Manager; and perform other related work as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for acceptable job performance would qualify. For example: five years

experience in power and/or natural gas trading/scheduling procedures, contract negotiation, purchasing contracts and accounting procedures. **Five years experience in energy scheduling or wholesale electric energy and gas trading; and proficiency with a variety of personal computer applications and software is highly desirable.**

Knowledge, Skills and Abilities

Knowledge of: principles and practices of power system dispatch theory; transmission and distribution systems and power generation; utility economics; negotiating energy transactions and contracts including WSPP power contracts and gas contracts; CAISO bidding protocols, scheduling procedures and costs; WECC System Operations; steam and combustion turbine generation operations; program and risk management; work planning and organization; and equal employment guidelines and policies. Ability to: understand and interpret complex energy agreements; independently analyze information and determine, develop, and implement necessary actions or procedures; communicate clearly, both orally and in writing, with other operational divisions within the department, city staff, and representatives of other utilities or agencies; accurately collect and analyze data for accounting reports and informational reports; make detailed mathematical calculations; utilize various computer applications including spreadsheet software, databases, and load management programs.

EXAMINATION

Those applicants who appear best qualified based on applications and supplemental applications submitted will be invited to any combination of written, performance or oral appraisal to further evaluate their job related experience, education, knowledge, skills and abilities. Probationary work test period is one year.

VACANCIES

There is currently one vacancy in the Water and Power Department, which may be filled as a result of this examination.

FLSA Exempt

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofpasadena.net/humanresources>

OR

100 N. Garfield Ave., Rm S135

P. O. Box 7115

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EXAM #10-051

LC

Principal Power Dispatcher Supplemental Questionnaire

- * 1. Explain your knowledge and/or experience in electricity and/or natural gas markets. Include any specific experience relating to scheduling, trading, and tagging within the California Independent System Operator (CAISO) system.

- * 2. Explain your knowledge and/or experience in asset and portfolio optimization. Include any specific experience relating to scheduling, trading, and tagging within the California Independent System Operator (CAISO) system.

- * 3. Describe your experience with Microsoft Word, Excel, and Access and your proficiency level.

- * 4. Please indicate through which website you learned about this position.
 - www.energycentral.com
 - www.powermarketers.com
 - Public Power Weekly - APPA
 - appanet.org
 - Neither

- * Required Question

Important Information

EQUAL EMPLOYMENT OPPORTUNITY: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

APPLICATIONS: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

EXAMINATION PROCESS: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination. The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

AGENCY SHOP REQUIREMENTS

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

SLIDING CLASSIFICATIONS AND UNDERFILLING POSITIONS: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

BENEFITS for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

VETERAN'S PREFERENCE POINTS: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDESHARE II PROGRAM: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

CIVIL DEFENSE: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

JOB LINE: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

HUMAN RESOURCES WEBSITE: www.cityofpasadena.net/humanresources

CITY OF PASADENA'S WEBSITE: www.cityofpasadena.net

HUMAN RESOURCES TELEPHONE: (626) 744-4366