

**Summary**

The Power Supply Analyst works under the general direction of the Director of Power Supply Resources and is responsible for leading MBCP's integrated resource planning activities, and with supporting managers on the Power Supply team with load forecasting, contract administration, compliance filings, and settlements to support the goals of supplying clean and renewable power. Other responsibilities include but are not limited to market monitoring, and contract negotiations. This position will also assist in procurement and risk management activities for renewable energy, resource adequacy, and related products and services.

**Supervision Received/Exercised**

This position reports to the Director of Power Supplies. No supervision is exercised.

**Essential Duties and Responsibilities (including but not limited to):**

- Work with consultants, vendors, scheduling coordinator, and senior management to analyze risk and value around complex transactions and portfolio positions, including power generation, load forecasts and load scheduling, hedging strategies.
- Lead MBCP's integrated resource planning activities, including submission of the CPUC's biennial integrated resource plan compliance filing.
- Provide data analysis and support in preparing various other regulatory compliance reports such as California's Power Source Disclosure Program.
- Maintain, or establish, standard operating procedures, protocols, and safeguards to ensure procurement team decision making processes are aligned with agency goals.
- Support the Power Supply team with the design and operation of systems for measuring, monitoring, and reporting financial risk from power supply positions, consistent with MBCP Risk Management Policies adopted by the Board.
- Support procurement efforts to meet various MBCP objectives and/or compliance requirements including energy hedges, resource adequacy, carbon-free and RPS.
- Support in the preparation of solicitations/requests for offers of energy and capacity products, supplier/developer communications, analytical support during proposal/bid evaluation and contract negotiations.
- Support in the optimization, scheduling, and administration of power supply contracts, including auditing and monitoring contract milestones and deliverables.
- Monitor energy market activities, including pricing trends and forward curves related to market energy, renewable energy and capacity.

**Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge of:**

- Policies and procedures at the CPUC, CEC, CARB, and the California ISO related to wholesale energy market, compliance related programs and products and greenhouse gas emissions and power content reporting.
- Procurement processes and use of renewable energy certificates to support mandatory and voluntary compliance programs.
- CAISO scheduling and settlements processes.
- Contracts management best practices.
- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar and hydroelectric.
- Power purchase agreement structures, general terms and conditions and basic requirements.

**Ability to:**

- Proficiently use Microsoft Office Suite including Word, Excel, and PowerPoint at an intermediate or advanced level.
- Prepare clear and comprehensive correspondence, reports, presentations, proposals, and carry out independent research and fact-finding assignments.
- Manage multiple projects to fruition within time and budget parameters.
- Effectively represent MBCP before the Operations and Policy Boards, Citizens Advisory Council, city councils, and other local, regional, state, and federal agencies, as well as in public meetings with local citizens.
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced, dynamic environment.
- Deal tactfully and maintain effective working and diplomatic relations with various levels of staff, the public, civic organizations, and representatives from governmental, industry, media, and other agencies.
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests.
- Promote teamwork, a positive work environment, and collaborative problem solving.
- Work effectively under stressful situations involving tight deadlines as well as confrontation and conflict.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively represent MBCP before the Operations and Policy Boards, Citizens Advisory Council, city councils, and other local, regional, state, and federal agencies, as well as in public meetings with local citizens.

**Desirable Experience and Knowledge:**

- Knowledge of power purchase agreement structures, and general terms and conditions.
- Experience with drafting competitive solicitations and evaluating bid submissions.
- Experience with energy trading/scheduling, trade capture or contract lifecycle systems.
- Experience with the development and/or maintenance of data analytical systems to assist with obtaining data-driven insights into the organization.
- Energy storage technologies.

**Experience/Education**

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the require qualifications would be:

A bachelor's degree from an accredited university in business, economics, engineering or related **AND** one to four years of progressive experience in renewable electric utility power procurement, Community Choice Aggregation (CCA) or in a closely related field.

**Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license, automobile insurance and a safe driving record.

**Working Conditions**

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 40 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Date Revised: 8/06/2020

FLSA Status: Exempt

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I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my department and if so, I will be required to perform such additional duties and responsibilities.

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Employee Signature

Date