



EMPLOYMENT OPPORTUNITY WITH CITY OF VERNON

4305 Santa Fe Avenue, Vernon, California 90058
(323) 583-8811

POWER RESOURCES SETTLEMENT ANALYST

MONTHLY SALARY: \$7,742 - \$9,411

Classic CalPERS members 2.7% at 55 - New CalPERS members 2% at 62

FINAL FILING DATE: SUNDAY, NOVEMBER 1, 2020 by 11:59 PM OR when we receive the first 100 qualified applications, whichever occurs first.

THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN THE VERNON [PUBLIC UTILITIES DEPARTMENT](#) AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.

SUMMARY: Under general supervision, ensures and validates settlement information for accuracy and thoroughness for all utility resources, develops and maintains databases and spreadsheets (e.g. Pivot tables, Macros) used to validate utility resources, and assists the work group with regulatory compliance and reporting activities.

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job flyer does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Ensures and validates settlement information for accuracy and thoroughness for all utility resources transactions into the California Independent System Operator (CAISO) market and bilateral transactions.
- Validates natural gas settlement transactions using SoCalGas Envoy analytics system and bilateral arrangements.
- Develops and maintains databases and Excel spreadsheets (e.g. Pivot tables, Macros) used to validate utility resources. Validates all bilateral contracts (e.g. Resource Adequacy); processes both Accounts Payable and Accounts Receivable invoices.
- Assists with preparation of the Resource Division annual budget.
- Maintains and develops a wide variety of complex analytical spreadsheets for electric utility transactions, purchases and sales of electricity and gas.
- Performs special projects and other utility accounting and financial functions as required.
- Reviews, analyzes and resolves discrepancies and settlements between scheduled and actual utility quantities and prices.
- Assists in the completion of monthly, quarterly and annual reports.
- May assist in power and natural gas scheduling.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS - Education, Training and Experience Guidelines: Bachelor's Degree in Accounting, Finance, Economics, Computer Science, Business Administration or related field; AND three years of experience analyzing large volumes of records and data involving high-level proficiency in the use of computers with an emphasis in Excel (e.g. Pivot tables) spreadsheets, charts and graphs.

Knowledge of:

- City organization, operations, policies, and procedures.
- Basic principles and operations of power generation and the natural gas and electric markets.
- Principles and procedures of record keeping and technical file maintenance.
- Familiarity with power settlement software applications (e.g., SettleCore) and energy settlements process.
- Pertinent Federal, State, and local policies, procedures, laws, and regulations related to power resources.
- California ISO power system operations principles and power and transmission scheduling;
- Electric and Gas utility operations.

Skill in:

- Strong computer skills utilizing standard and specialized software and Excel spreadsheets.
- Establishing and maintaining cooperative working relationships with co-workers.
- Ability to work effectively and collaboratively in a team environment.
- Following verbal and written instructions and procedures.
- Researching, collecting, analyzing data and generating reports.
- Communicating clearly, concisely, and effectively, both orally and in writing.

LICENSE & CERTIFICATION REQUIREMENTS: A valid California State Driver's License is required.

SELECTION PROCESS: Completed application packets will be reviewed and only the first 100 qualified applicants whose qualifications best meet or exceed the requirements of the position and needs of the City, will be invited to participate further in the selection process, which may include, a technical and experience screening, written exam, and/or a panel interview. Candidates must be specific and complete in describing their qualifications for the position on the job application. Failure to state all pertinent information may lead to elimination from consideration. Applications must be [submitted online](#). If you submit multiple applications, only the most recent application will be considered. Stating "See Resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at www.cityofvernon.org. The City of Vernon is an equal opportunity employer.

To apply for this position, please visit our website at:

<https://www.governmentjobs.com/careers/vernon>

Any questions, please contact: Lisette Grizzelle, Sr. HR Analyst at (323) 583-8811, ext. 166