



City of Anaheim

Utilities Enterprise Risk Supervisor

SALARY	\$46.12 - \$69.18 Hourly \$95,932.00 - \$143,898.00 Annually	LOCATION	City of Anaheim, CA
JOB TYPE	Full Time	JOB NUMBER	2023-00372
DEPARTMENT	Public Utilities	OPENING DATE	11/06/2023
CLOSING DATE	Continuous		

Description



ANAHEIM OWNED. ANAHEIM FOCUSED.

As Orange County's only publicly-owned water and electric utility, Anaheim Public Utilities has provided its residents and businesses with low rates and reliable service for more than 100 years.

The **City of Anaheim Public Utilities Department** seeks a dynamic **Utilities Enterprise Risk Supervisor** to perform professional level enterprise risk management including energy risk management activities. The Risk Supervisor will supervise enterprise and energy risk management program activities, goals and outcomes; develop risk mitigation strategies; assess operational processes and procedures and institute new controls to minimize risk; supervise assigned professional and technical staff; and provides professional and administrative staff assistance to the Utilities Chief Risk Officer.

Candidates must possess at least four (4) years of enterprise and/or energy risk management, utility finance, or utility accounting experience in a utilities environment, including one year of administrative and/or lead supervisory experience, supplemented with a Bachelor's degree from an accredited college or university with major course work in business, finance, accounting, economics, or a related field.

Upcoming Salary Increases:

5% increase on June 21, 2024

5% increase on June 20, 2025

The anticipated salary offer to candidates will range between \$95,932.00 - \$131,907.00 annually. Depending on the selected candidate's qualifications and further approvals, the city may consider offers up to \$143,898.00 annually. We offer excellent benefits, please visit www.myanaheimbenefits.com for more details

Essential Functions

The following functions are typical for this classification. The successful candidate may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Supervise Public Utilities' enterprise risk management program; assist in developing strategies and responses to internal and external risks for enterprise risk management, including energy risk activities and other programs; recommend and develop tools, procedures, and/or practices to improve risk assessment, risk monitoring, and communication.

Assess Public Utilities' contracts, programs, policies and procedures to ensure proper risk controls are established; develop and implement program and process improvements to mitigate risk.

Coordinate with other Public Utilities' Division management to identify existing and emerging risks; develop risk assessment and risk avoidance action plans for each division; assist in implementing operational, procedural, or other changes at the division level.

Analyze and monitor risk associated with new and existing energy counterparties; assess Public Utilities' credit status and transaction activity for risk; develop associated analysis and tracking; review a variety of credit instruments including letters of credit and guarantee agreements.

Monitor transactions covered by the Wholesale Energy Risk Management program; recommend and develop tools, procedures, and practices to improve risk monitoring and communication.

Supervise and perform accountability reporting related to wholesale counterparties, California Independent System Operator (CAISO) and other third parties ensuring accuracy of transaction.

Review Power Purchase Agreements to identify potential risks.

Prepare and present internal and regulatory tracking and accountability reports; coordinate with City departments and external agencies to analyze and compile relevant data and information; draft report findings and recommend program, operational or process solutions where appropriate.

Research, negotiate, and monitor relevant contracts and agreements; prepare Requests for Proposal, specifications and bid packages; review bids, and recommend vendor selection; ensure work is performed in compliance with contracts and agreements.

Research and analyze industry, legislative, and/or regulatory developments for potential risk impacts; prepare written analysis, including recommended course of action.

Communicate with a wide range of internal stakeholders, including utility management, power resources, legal, and finance staff on a variety of issues.

Conduct research, analyze data, and prepare written and statistical reports; draft memoranda, communications, reports, and related written materials; make oral presentations as needed.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Coordinate activities with those of other Divisions and outside agencies and organizations; provide staff assistance to Utilities Chief Risk Manager and other management staff; prepare and present staff reports and related correspondence.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of

utilities and energy risk and accounting; incorporate new developments as appropriate into programs.

Perform related duties as assigned.

Qualifications

Experience and Education: Four (4) years of enterprise risk management, energy risk management, utility finance, or utility accounting experience in a utilities environment, including one year of administrative and/or lead supervisory experience, supplemented with a Bachelor's degree from an accredited college or university with major course work in business, finance, accounting, economics, or a related field.

Knowledge of: Operations, services, and activities of public utilities risk management; utilities regulatory compliance; operations, services, and activities of a utilities transaction settlement program; principles and practices of accounting and auditing; basic bulk power electric system practices; principles of data collection and statistical analysis; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; Federal Energy Regulatory Commission/Public Utilities Commission (FERC/CPUC) and CAISO reporting requirements; principles and procedures of record keeping; principles of business letter writing and basic report preparation; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state, and local laws, codes, and regulations.

Ability to: Supervise utilities enterprise risk management activities; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; supervise, train, and evaluate staff; recommend and implement goals, objectives, policies and procedures; analyze and evaluate program operations and internal controls; prepare clear and concise reports; participate in the preparation and administration of assigned budgets; maintain accurate data records and reports to be utilized for power supply planning, operations, contract administration, budget preparation, audit requirements, risk assessments and trading ventures; interpret and explain City and FERC/CPUC and CAISO accounting and operating policies and procedures; analyze and evaluate complex accounting and energy transaction data and records; examine and verify complex financial documents and reports; plan and organize work to meet changing priorities and deadlines; establish and maintain a variety of filing, record keeping, and tracking systems; effectively represent the division to outside individuals and agencies to accomplish the goals and objectives of the unit; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid California driver's license

Supplemental Information

IMPORTANT APPLICATION INFORMATION AND INSTRUCTION

Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received. The deadline for the first review of applications is on **Monday, December 11, 2023 at 5:00PM.**

Applicants are encouraged to apply early. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. This recruitment may close at any time without notice after the first review date.

The selection process will consist of a minimum of skills examination and oral interview.

The eligibility list established from this recruitment may also be used to fill the current and/or additional vacancies

throughout the City.

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application.

The successful candidate will be required to undergo a reference / background check (to include a conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communications by any other method.

Job Bulletin updated: 11/20/23

Equal Opportunity Employer

Agency

City of Anaheim

Address

201 S. Anaheim Blvd., Suite 501

Anaheim, California, 92805

Phone

714-765-5111

Website

<http://www.anaheim.net/jobs>

Utilities Enterprise Risk Supervisor Supplemental Questionnaire

*QUESTION 1

Candidates will be evaluated based on the information provided on both the application and the responses to the following Supplemental Questions. Failure to fully detail all experience or stating experience in response to the Supplemental Questions but not listing the experience in the application, copy/pasting information, or responses referring to your resume may eliminate you from consideration. Do you understand this requirement?

- ☐ Yes
- ☐ No

*QUESTION 2

How many years of enterprise risk management, energy risk management, utility finance, or utility accounting experience in a utilities environment do you possess?

- ☐ None
- ☐ Less than 1 year
- ☐ At least 1 year, less than 2 years
- ☐ At least 2 years, less than 4 years
- ☐ At least 4 years, less than 6 years

☐ At least 6 years or more

***QUESTION 3**

Please describe your experience in enterprise risk management, energy risk management, utility finance, or utility accounting experience in a utilities environment. Please list the agency/company which your experience within the utilities environment is from. If none, type N/A

***QUESTION 4**

How many years of management related administrative and/or lead supervisory experience do you possess?

- ☐ None
- ☐ Less than 1 year
- ☐ At least 1 year, less than 2 years
- ☐ At least 2 years, less than 4 years
- ☐ More than 4 years

***QUESTION 5**

Please describe your management related administrative and/or lead supervisory experience. If none, type N/A.

***QUESTION 6**

Please indicate your highest level of education.

- ☐ High school diploma/GED
- ☐ Some college
- ☐ Associate degree
- ☐ Bachelors degree
- ☐ Masters degree
- ☐ None of the above

***QUESTION 7**

Please state your degree and major. If none, type N/A.

* Required Question