



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE:	Power Scheduler/Energy Analyst
JOB CODE:	609
CLASSIFICATION:	Non-Exempt
DEPARTMENT/DIVISION:	Utilities/Power Supply
SUPERVISOR:	Power System Supervisor

Position Summary:

Under limited supervision of the Power System Supervisor, to perform Energy Imbalance Market Functions and Work Flow to include but not limited to forecast daily energy loads, arranges for short-term energy purchases and electronic tagging of energy transactions, verifies power used, and creates reports for invoice verification and energy database, with the goal of ensuring adequate electrical power for the United States Department of Energy (DOE)/Los Alamos County Electric Resource Power Pool. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.

Essential Duties and Responsibilities:

- Schedules resources to guarantee short-term power delivery under all circumstances at the least cost.
- Prepares advance pre-schedules to meet load on an hourly and daily basis.
- Prepares and transmits daily purchase and sale data to Wholesale Energy Indexing Company.
- Analyzes the energy market, interfaces with other utilities to coordinate schedules on a daily basis.
- Analyzes and validates automated workflow and merchant review of market results.
- Supports technical data integrations into software for high availability of resources.
- Supports continuous process improvement based on financial awards and penalty optimization.
- Makes agreements which include short term financial commitments to ensure adequate energy is available.
- Evaluates the variables that affect resource costs, transmission limitations, contractual constraints, and costs associated with power delivery; makes purchases and tags energy transactions.
- Balances and validates all scheduled energy with PNM and other companies.
- Develops reports to track power purchases and support billing.
- Verifies expenses and initiates payment requests. Provides participant load data to the Utilities Finance and Administration Division to enable them to prepare the monthly invoice to the DOE.
- Reviews gas usage forecast, purchase agreement and usage; evaluates any necessary changes.
- Performs energy analyses to verify and check all interchange and billed amounts creating monthly, quarterly, and annual operation reports. Prepares periodic reports for the DOE, the Western Electric Coordinating Council (WECC), California Independent System Operator, and other agencies and power pools as required.
- Monitors workflow, validates automated processes, and delivers required data.
- Simplifies and improves current procedures, workflow, reporting, budgeting, and energy cost analysis by creating, linking, and/or modifying databases and developing databases or programs to track energy data for reporting, budgeting, and accounting purposes.

- Adapts to new and changing contractual obligations and operating procedures which satisfy departmental, county, inter-utility, and state and federal requirements.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Associates Degree from an accredited college or university in Business, Economics, Engineering Technology, or related field, or equivalent combination of education and related work experience.
- Two years of experience with some combination of budget analysis, energy analysis, utility systems analysis, economics, finance or accounting; or four years of experience as power system operator.

Preferred Qualifications:

- Bachelor's Degree from an accredited college or university in Business Administration, Economics, Engineering Technology or related field.
- Four years of experience working as a pre-scheduler or after the fact reconciliation of energy transaction at a major electric utility.
- Experience working with the Western Transmission Grid, WECC, North American Electric Reliability Corporation (NERC). Control area operator requirements, and California Independent System Operator (CAISO).
- Experience in NERC tagging and/or Energy Trading and Tracking Software.
- Valid New Mexico driver's license.

Knowledge, Skills, and Abilities:

- Knowledge of electric and gas service production.
- Knowledge of occupational hazards and of safety precautions related to the electrical system.
- Knowledge of budgeting and forecasting.
- Knowledge of or ability to learn NERC and WECC scheduling procedures.
- Skill in negotiations.
- Skill in operating business computers and office machines, including in a Windows environment, such as Word, Excel, Access, and financial systems.
- Ability to prepare and present clearly and concisely, oral and written reports of findings and recommendations.
- Ability to gain knowledge of all contracts between Los Alamos County, the DOE, other utilities, regional transmission organizations and reliability groups.
- Ability to analyze facts and act on them in a timely, conscientious manner, with minimum supervision.
- Ability to carry out instructions provided in verbal or written format.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain an effective working relationship with the public, other departments, and employees.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. This position routinely uses standard office equipment such as computers, phones and photocopiers. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available for planned and emergency situations 7x24x365.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: 3/20/2015

Revised:

Archived: 2012

Reactivated: 10/14/2020