

CITY OF COLTON
ELECTRIC UTILITY INTEGRATED RESOURCE COORDINATOR

DEFINITION:

Under the direction of the Electric Utility Director, manages and participates in activities which enhance the City's power resources; develops wholesale business relationships with other wholesale entities, implements cost effective wholesale purchasing strategies; provides complex administrative support including validation, accounting, and reconciliation of power purchases and sales; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Electric Utility Integrated Resource Coordinator** is a single-position professional classification responsible for analysis of the Electric Utility resources, consumption and related issues. This class is distinguished from the Utilities Financial Analyst and Administrative Analyst series by its emphasis on electric utility resource power acquisition and planning; and legislative and regulatory activities.

SUPERVISION EXERCISED:

Exercises technical and functional supervision over technical and clerical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assist the Director in the development of criteria and assumptions for system planning and analyses.
- Manages and plans wholesale and retail services and activities within the Department; implements and evaluates goals, objectives and practices relating to the provision of effective use of the utility's power resources.
- Participate in transaction analysis and CAISO settlement activities.
- Review and reconcile power bills, generation costs and energy deliveries.
- Prepare and submit regulatory and financial reports.
- Attend legislative and regulatory meetings representing the Department before the Air Resources Board, Southern California Public Power Agency, California Energy Commission.
- Supervise and provide direction to technical and clerical staff to support the activities of the resources division.
- Prepare monthly analyses and reports for the electric utility showing revenue by class, consumption by class and related statistics.
- Assist in the purchase of California carbon allowances and develop bidding and purchasing strategies to acquire these allowances
- Assist in the purchase and management of congestion revenue rights from the CAISO. Help determine optimum bid strategies. Determine fair pricing and auction strategies. Determine where the Department requires additional congestion revenue rights.
- Assist in the development and implementation of policies and procedures related to resource planning and management.

- Assist with coordination of City efforts to obtain renewable resources in accordance with application legislation and City goals.
- Gather monthly load data; create spreadsheets to calculate system load factor data, peak kilowatt, and other operating data.
- Prepare agenda items for City Council and Commission Meetings Support City's participation on various project and industry committees to protect and further City interests.
- Ensures compliance with applicable NERC reliability standards
- Perform other related duties as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone service.

QUALIFICATIONS:

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Electric Utility Integrated Resource Coordinator. A typical way of obtaining the required qualifications is to possess the equivalent of five years of directly related experience in resource planning, market operations, regulatory matters, financial analysis or electric utility accounting/systems/or transactions analysis, and a Bachelor's Degree from an accredited college or university with major course work in engineering, mathematics, statistics, economics, business administration or finance. A minimum of two years of supervisory or project leader experience is also required.

License/Certificate:

Possession of a valid Class C California driver's license.
Possession of a Bachelor's Degree.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Principles and practices of utility resource procurement and administration.
- Technology of resource planning, analysis and operation.
- Operations and standard operating procedures of an Electric Utility program.
- Load analysis and load forecasting techniques and principles.
- Fundamentals of regulatory agencies and utility legislative proceedings

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- Complex principles and practices of budget, accounting, rate setting and general financial issues of a municipal Electric Utility.
 - Methods and techniques of supervision, training and motivation.
 - Principles and practices of budget administration.
 - Applicable Federal, State, and local laws, codes and regulations.
 - Occupational hazards and standard safety practices.
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- Modern office equipment including a computer and applicable software.
 - Methods and techniques for basic report preparation and writing.
 - Methods and techniques for record keeping.
 - Proper English, spelling, and grammar.
 - Complex principles of statistics and mathematics.

Ability to:

- Perform described duties and related tasks with minimal supervision and in a responsible and professional manner.
- Supervise and direct the operations and activities of the utility resources division.
- Plan, organize and direct the work of subordinate staff.
- Perform and complete comprehensive assignments in an efficient and timely manner.
- Interpret and evaluate results of calculations and analyses to determine validity, practicality, and applicability of results.
- Courteously respond to community issues, concerns and needs.
- Prepare clear and concise administrative and financial reports.
- Make adjustments to standard operating procedures as is appropriate.
- Apply applicable laws, codes, and regulations.
- Communicate clearly and concisely, orally and in writing.
- Understand and follow instructions.
- Establish and maintain effective working relationships.

Skill to:

- Effectively operate standard office equipment to include personal computers and applicable software.
- Effectively operate a motor vehicle on City streets.

Approved By Council: December 17, 2013

SALARY TABLE EFFECTIVE 12/17/2013
FULL TIME CLASSIFICATIONS

Job Classification Title	Salary		
	Low	High	
Account Technician I	3114	3785	
Account Technician II	3425	4163	
Accountant	4243	5157	
Accounting Manager	7109	8641	
Administrative Analyst I	4364	5304	
Administrative Analyst I (Executive Unit)	4364	5304	
Administrative Analyst II	4800	5834	
Administrative Analyst Trainee	3262	3978	
Administrative Assistant	3249	3949	
Animal Control Officer	3662	4451	
Assistant Electric Utility Director	9322	11331	
Assistant Public Works Director	7823	9509	
Associate Engineer	6564	7979	
Associate Library Manager	5966	7252	
Associate Planner	5043	6130	
Building Inspector I	3599	4375	
Building Inspector II	4207	5114	
Building Official	7970	9688	
Business Lic./Collections Ofcr.	3740	4546	
Chief Deputy City Clerk	4524	5499	
Child Care Manager	5325	6473	
City Clerk	-	370	
City Manager	-	Contract	
City Treasurer	-	2225	
Code Enforcement Officer	3937	4785	
Collections Systems Maint Worker I	3048	3705	
Collections Systems Maint Worker II	3505	4260	
Collections Systems Maint Worker in Trg	2438	2963	
Comm. Child Care Admin. Asst.	3249	3949	
Comm. Child Care Site Supvr.	3119	3791	
Community Service Officer	3040	3695	
Community Services Director	-	11580	maximum allowable salary
Consumer Service Field Rep. I	3859	4691	
Consumer Service Field Rep. II	4246	5161	
Customer Svc. Rep. I	2777	3375	
Customer Svc. Rep. II	3056	3715	
Deputy City Clerk	3619	4399	
Deputy Finance Director	8131	9883	
Development Services Director	-	13184	maximum allowable salary
Electric Utilities Inspector	5401	6565	
Electric Utilities System Designer	6340	7706	
Electric Utility Assistant Engineer	5385	6546	
Electric Utility Associate Engineer	6193	7528	
Electric Utility Director	-	14111	maximum allowable salary
Electric Utility Integrated Resource Coordinator	8026	9788	
Electrical Sys Engineer/GIS Project Manager	6178	7509	
Electrical Technician	4472	5436	
Energy Services Specialist	5346	6498	
Engineering Aide	2947	3582	
Engineering Assistant	5498	6683	
Engineering GIS Technician	4579	5566	
Engineering Manager	6954	8453	
Engineering Technician I	3786	4602	
Engineering Technician II	4354	5292	
Environmental and Conservation Supervisor	6150	7475	
Equipment Mechanic	3508	4264	
Exec. Asst. to Council/Office Mgr.	4427	5381	
Exec. Asst. to Police Chief	4015	4880	
Executive Assistant	4015	4880	
Executive Assistant (Mid Manager Unit)	4015	4880	
Finance Manager	7559	9188	
Fire Battalion Chief	8654	10519	

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Job Classification Title	Salary		
	Low	High	
Fire Captain	6839	8313	
Fire Chief	-	14111	maximum allowable salary
Fire Engineer	5725	6959	
Fire Marshal	8654	10519	
Firefighter	4954	6022	
Firefighter Medic	5690	6916	
GIS Specialist	3935	4783	
Human Resources Analyst	5280	6418	
Human Resources Manager	7559	9188	
Human Resources Specialist (approved 2/21/12)	4250	5165	
Human Resources Technician	3553	4319	
Information Technology Coordinator	5589	6793	
Information Technology Manager	7389	8981	
Lead Equipment Mechanic	4284	5207	
Lead Water Utilities Operator	4187	5089	
Lead WW Utilities Operator	4744	5766	
Library Administrative Coordinator	4017	4883	
Library Assistant I	2616	3180	
Library Assistant II	2878	3498	
Library Clerk I	2167	2634	
Library Clerk II	2492	3029	
Library Coordinator/Branch Supervisor	4590	5579	
Library Manager	6275	7627	
Line Crew Supervisor	6961	8461	
Literacy Program Assistant	2284	2776	
Maintenance Electrician	4472	5436	
Maintenance Supervisor	5518	6707	
Maintenance Worker I, Building	3292	4001	
Maintenance Worker I, Janitorial-Police	2930	3561	
Maintenance Worker I, Parks	2930	3561	
Maintenance Worker I, Streets	2898	3523	
Maintenance Worker II, Building	3456	4201	
Maintenance Worker II, Parks	3077	3740	
Maintenance Worker II, Streets	3043	3699	
Maintenance Worker III, Building	3976	4833	
Maintenance Worker III, Parks	3534	4296	
Maintenance Worker III, Streets	3500	4254	
Management Services Director	-	14111	maximum allowable salary
Meter Technician	5729	6964	
Meter Technician Apprentice	5035	6120	
Network Technician	3666	4538	
Office Specialist I	2520	3063	
Office Specialist II	2674	3250	
Parks Maintenance Crew Leader	3715	4516	
Payroll Technician I	3426	4164	
Payroll Technician II	3769	4581	
Planning Assistant	4181	5082	
Planning Manager	6722	8171	
Planning/Building Technician	3513	4270	
Police Captain	9074	11030	
Police Chief	-	15580	maximum allowable salary
Police Cpl./Detective	5768	7011	
Police Dispatcher I	3350	4072	
Police Dispatcher II	3693	4489	
Police Lieutenant	8249	10027	
Police Officer	5195	6315	
Police Officer Trainee	3834	4660	
Police Sergeant	6874	8355	
Police Services Clerk I	2582	3138	
Police Services Clerk II	2711	3295	
Power Line Helper	4238	5151	
Power Line Technician	6054	7359	

SALARY TABLE EFFECTIVE 12/17/2013
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Job Classification Title	Salary		
	Low	High	
Power Line Technician Apprentice	5146	6255	
Principal Librarian	4829	5870	
Production Supervisor	4963	6033	
Public Works Director	-	14111	maximum allowable salary
Public Works Engineering Superintendent	8491	10355	
Public Works Inspector	4550	5531	
Public Works and Water/Wastewater Admin Manager	7187	8765	
Public Works and Water/Wastewater Superintendent	8307	10130	
Purchasing and Customer Service Manager	7389	8981	
Purchasing Assistant	3176	3860	
Records Manager	4832	5873	
Recreation Services Coordinator	3514	4271	
Recreation Services Manager	6338	7704	
Economic Development Manager	7108	8640	
Economic Development Project Manager I	5023	6105	
Economic Development Project Manager II	6027	7326	
Economic Development Senior Project Manager	6925	8417	
Senior Accountant	5241	6370	
Senior Consumer Service Field Rep	4565	5549	
Senior Customer Service Rep	3514	4271	
Senior Electric Utility Inspector	5855	7117	
Senior Office Specialist	2868	3486	
Senior Planner	6037	7338	
Senior Police Dispatcher	4062	4937	
Senior Police Services Clerk	2984	3627	
Senior Substation Electrician	6169	7498	
Senior Utilities Financial Analyst	6410	7791	
Service Crew Supervisor	6660	8095	
Storekeeper	2906	3532	
Substation Operations Supervisor	7403	8998	
Substation Electrician	5608	6817	
Substation Superintendent	7936	9646	
Supervising Communication Dispatcher	4874	5924	
Support Services Manager	5344	6517	
Transmission/Distr. Superintendent	7625	9268	
Utilities Associate Engineer	7169	8714	
Utilities Business Systems Analyst	5348	6501	
Utilities Engineer	6193	7528	
Utilities Financial Analyst	5740	6977	
Utilities Inspector	4489	5456	
Utilities Plans Examiner	4418	5370	
Utilities Resource Analyst	6410	7791	
Utility Accountant I	4341	5277	
Utility Accountant II	4793	5826	
Warehouse Supervisor	3816	4638	
Wastewater Equip Mechanic I	3536	4298	
Wastewater Equip Mechanic II	4515	5488	
Wastewater Equip Mech-In-Training	2739	3329	
Wastewater Operator I	3587	4360	
Wastewater Operator II	4125	5014	
Wastewater Operator-In-Training	2587	3145	
Wastewater Utilities Manager	7576	9209	
Water Conservation Specialist	4572	5557	
Water Distribution Operator I	3152	3831	
Water Distribution Operator II	3468	4215	
Water Distribution Operator III	3988	4847	
Water Equipment Operator I	2956	3593	
Water Equipment Operator II	3325	4042	
Water Quality Specialist	4494	5462	
Water Utilities Manager	7559	9188	
Water Utilities Operator	3641	4426	
Water Utilities Supervisor	6038	7339	

SALARY TABLE EFFECTIVE 12/17/2013
FULL TIME CLASSIFICATIONS

Job Classification Title	Salary	
	Low	High
Web Administrator/Network Technician	3868	4702

1 STATE OF CALIFORNIA)
2 COUNTY OF SAN BERNARDINO) ss
3 CITY OF COLTON)

4 CERTIFICATION

5 I, EILEEN C. GOMEZ, City Clerk of the City of Colton, California, do hereby
6 certify that the foregoing is a full, true and correct copy of RESOLUTION NO. R-96-13,
7 duly adopted by the City Council of said City, and approved by the Mayor of said City, at
8 its Regular Meeting of said City Council held on the 17th day of December, 2013, and
9 that it was adopted by the following vote, to wit:

10	AYES:	COUNCILMEMBER	Toro, Gonzales, Navarro, Bennett,
11			Suchil and Mayor Zamora
12	NOES:	COUNCILMEMBER	None
13	ABSTAIN:	COUNCILMEMBER	None
14	ABSENT:	COUNCILMEMBER	Oliva

15
16 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official
17 seal of the City of Colton, California, this _____ day of _____, 20__.

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20
21 _____
EILEEN C. GOMEZ, CMC
22 City Clerk
23 City of Colton

24 (SEAL)
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