

City of Burlington Job Description

Position Title: Meter Data Coordinator

Department: Burlington Electric

Reports to: Manager of Power Resources

Pay Grade: Level A-3 (Proposed)

Job Code:

TBD

Exempt/Non-Exempt: Non-Exempt

Union: IBEW

General Purpose:

This position is responsible for coordinating and administering data maintained within the Meter Data Management System, and is primarily responsible for verification of customer usage data. In addition, this position provides support to the Load Research Analyst in developing reports and rate design analyses, and undertakes other projects as assigned in the power resources area.

Essential Job Functions:

- Primary operator of the Meter Data Management System
- Primary position responsible for validation of meter readings and processing meter data for passage to the billing system and use in other BED reporting needs
- Validates receipt of non-usage data from the AMI system and completes any estimation required. This includes monitoring of voltage, outage, and system parameter data as required.
- Works with Metering and Information Systems to ensure customer usage data is being received by the Meter Data Management system
- Prepares daily update of usage data required for billing function, audits data as required, files and distributes billing related reports.
- Documents and refines departmental meter verification procedures.
- Develops and maintains a meter data verification Procedures Manual.
- Maintains all meter data verification reports and files and manages a records retention program.
- Institutes and maintains internal controls for the Meter Data Management system.
- Responds to auditor inquiries during fiscal year end audits.
- Generates reports for other departments as requested
- Coordinates with the Load Forecast Analyst in developing validation and estimation routines for missing meter data.
- Coordinates with other areas (Customer Service, Operations, Engineering, etc.) to ensure smooth transition of validated data for their use, including the development of area specific reporting.
- Develop and maintain customer class loadshapes for use in rate design and class cost of service analyses
- Provides analytical support in the development of rate design studies, energy efficiency program modeling, integrated resource planning and other long-term planning efforts.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Associate’s Degree in Accounting, Business Administration or related field.
- Four (4) years of relevant experience required.
- Previous electric utility experience is preferred.
- Must be a self-starter and able to work both independently and as part of a team.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets and database software required.
- Ability to analyze data with particular attention to detail required.
- Ability to operate a 10-key pad/calculator required.
- Ability to organize, prioritize workflow and meet established deadlines required.
- Must have a high level of personal creativity, initiative and enthusiasm to work within a team environment within a constantly changing organization.
- Demonstrated high level of initiative in problem solving.
- Ability to communicate effectively both orally and in writing required.
- Ability to work well under pressure required.
- Ability to work with minimum supervision required.
- Must be consistent and accurate.
- Must be able to establish and maintain good relations with his or her co-workers.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee performance.
- Ability to recognize meter data management software problems and to effectively communicate to IS department and/or vendor technical support.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances (specify) | <input checked="" type="checkbox"/> lifting within and between |
| <input type="checkbox"/> color perception (red, green, amber) | | <input type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | | <input type="checkbox"/> climbing |
| <input checked="" type="checkbox"/> clear speech | | <input type="checkbox"/> ability to mount and drive (local/over |
| <input checked="" type="checkbox"/> touching | | dismount forklift/truck the road) |
| <input checked="" type="checkbox"/> dexterity | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> hand | | |

finger

reading - basic

reading - complex

writing - basic

writing - complex

shift work

works alone

works with others

verbal contact w/others

face-to-face contact

inside

math skills - basic

analysis/comprehension

math skills - complex

judgment/decision

clerical

making

outside

pressurized

equipment

extreme heat

moving objects

extreme cold

high places

noise

fumes/odors

mechanical equipment

hazardous materials

electrical equipment

dirt/dust

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

New position proposed resulting from smart grid deployment by Manager of Power Resources (4/20/11).

Draft
City of Burlington
Job Description

Position Title: Director of Resource Planning

Department: Burlington Electric Department

Reports to: Manager of Power Resources

Pay Grade:

8A

Job

Code: 854

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: The Director of Resource Planning provides leadership, direction, and oversight of employees responsible for power procurement and long range planning within the power resources group. The position is responsible for developing and implementing BED's short and long-term energy strategy. She/he ensures the strategy complies with regulatory requirements including least cost integrated planning and is consistent with BED's short and long term goals. The strategy includes balancing power supply impacts including costs, environmental impact, and quality of service consistent with BED and its consumer's goals. The Director of Resource Planning also acts in an oversight role for the Power Resources department in the absence of the Manager of Power Resources. The incumbent is responsible for the following functions: integrated resource planning, long and short term energy purchases and sales; market optimization of generation resources; contract negotiation; portfolio management; power accounting and billing verification; ; energy efficiency distributed resource planning; and supervision of associated professional support staff.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Develop, direct and coordinate preparation and implementation of long-term and short-term energy resource plans for BED to meet needs of City.
- Direct and supervise BED staff responsible for power planning, power trading, energy efficiency distributed resource planning, and integrated resource planning.
- Ensure that resource planning functions are managed in accordance with prudent utility practices and in accordance with applicable Public Service Board(PSB) mandates, Vermont State and Federal requirements, City charter provisions, rules and regulations adopted by the Board of Electric Commissioners and the City council.
- Act as BED's representative to resource planning related governance committees such as the ISO-NE Markets Committee, ISO-NE Transmission Committee, Highgate Joint Owners Committee, and others as required in the absence of the Manager of Power Resources.
- Responsible for all facets of annual power supply budget development, budget updates,

and five-year financial plan and other budget planning as required.

- Responsible for development and implementation of resource planning risk management strategies.
- Represent BED in negotiations before ISO-NE, FERC, state regulatory bodies, and elsewhere as required related to areas of responsibility.
- Prepare testimony and exhibits and testify before, local, state and federal agencies.
- Prepare and submit BED Integrated Resource Plans to the PSB in accordance with planning requirements and good utility practices.
- Actively monitor and participate in the analysis of the New England wholesale power markets as well as the design of new or existing markets, including the ISO-NE standard market design, ancillary service markets, capacity markets, energy markets, and others to provide strategic direction as to the most profitable market for Burlington assets and contracts.
- Monitor and participate in renewable energy credit markets.
- Maintain a strong understanding of financial markets and portfolio theory.
- Represent BED before customers, employees, Board of Electric Power Supply Liaison Committee, the Commission, City and regional officials, other utilities, the Legislature, regulators and other governing bodies.
- Direct and implement, monitor and measure performance of strategies, plans, resources, and policies as they relate to power supply.
- Perform a wide variety of complex economic analysis related to power supply decision making including investment in generation resources and contract commitment decisions.
- Assure all resources and contracts are implemented into the market system in accordance with market rules.
- Research innovative resource planning areas including district energy, distributed generation, and related activities for inclusion into long-term resource planning strategies.
- Negotiate power supply and financial hedging contracts to manage BED's power supply portfolio, including EEI or other Shelf Agreements to facilitate resource purchases or sales.
- Research and develop expertise in the area of environmental policy leading to more cost-effective use of renewable resources.
- Oversee analysis of market trends via fundamental and technical market analysis and react to market conditions through bidding, trading and use of hedging strategies to maximize BED's power portfolio value in accordance with BED directives and guidelines.
- Oversee economic analysis of a wide variety of power supply related resources.
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- Manage the rate design process in accordance with current Public Service Board (PSB), and other regulatory requirements.
- Oversee timely and effective rate design filings in accordance with the PSB, including necessary tariff revisions, and cost allocation studies.
- Testify before the PSB in rate hearings, as required.
- Oversee the research and development of creative, effective rate design strategies, which support the Department's long-range financial plan.

- Direct cost allocation and rate design studies as required.
- Develop, as needed, new rates/tariffs, (i.e. Standby rate, leased light rate, green rate, etc.)

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor’s degree in business, mathematics, economics, finance, engineering or related field required, Masters Degree preferred.
- Combination of 5 to 8 years of electric utility experience with 3 to 5 years of management experience required.
- Familiarity with general utility operation and a working knowledge of resource planning, contract negotiation and contract administration are necessary.
- Knowledge of NEPOOL.
- Knowledge of ISO-NE rules and billing procedures.
- Experience in energy trading or financial commodity preferred.
- Demonstrated ability to understand financial risk hedging instruments such as call/pull options required.
- Proficiency in a Windows environment with advanced skills in spreadsheet, and word processing.
- Ability to work independently under pressure.
- Ability to effectively communicate both orally and in writing.
- Ability to negotiate complex energy transactions.
- Ability to perform detailed and complex analysis.
- Ability to work in a multi-task environment.
- Ability to comprehend and interpret complex operating rules and procedures as set forth by the ISO-NE.
- Ability to create spreadsheets, use tools developed by others, in order to accomplish assignments for both recurring and new projects.
- Ability to interact with internal and external City Officials, Local, state and regulatory entities in a professional and courteous manner.
- Ability to process and handle large amounts of data efficiently and effectively, required.
- Occasional travel required.

Physical & Mental/Reasoning Requirements; Work Environment:

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seeing ability to
move distances
 lifting (specify)
within and
 color perception between
pounds
(red, green, amber) warehouses/offices

hearing/listening

clear speech

touching

dexterity

hand

finger

reading - basic

reading – complex

writing - basic

writing - complex

shift work

works alone

works with others

verbal contact w/others

face-to-face contact

inside

pushing/pulling

carrying (specify)

climbing

pounds

ability to mount

and driving

(local/over

dismount

forklift/truck the

road)

math skills - basic

analysis/comprehension

math skills - complex

judgment/decision

clerical

making

outside

pressurized equipment

extreme heat

moving

objects

extreme cold

high places

noise

fumes/odors

mechanical equipment

hazardous

materials

electrical

equipment

dirt/dust

Supervision:

Directly Supervises: 2

Indirectly Supervises: 0

Disclaimer:

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Approvals:

Department Head: _____ Date: _____

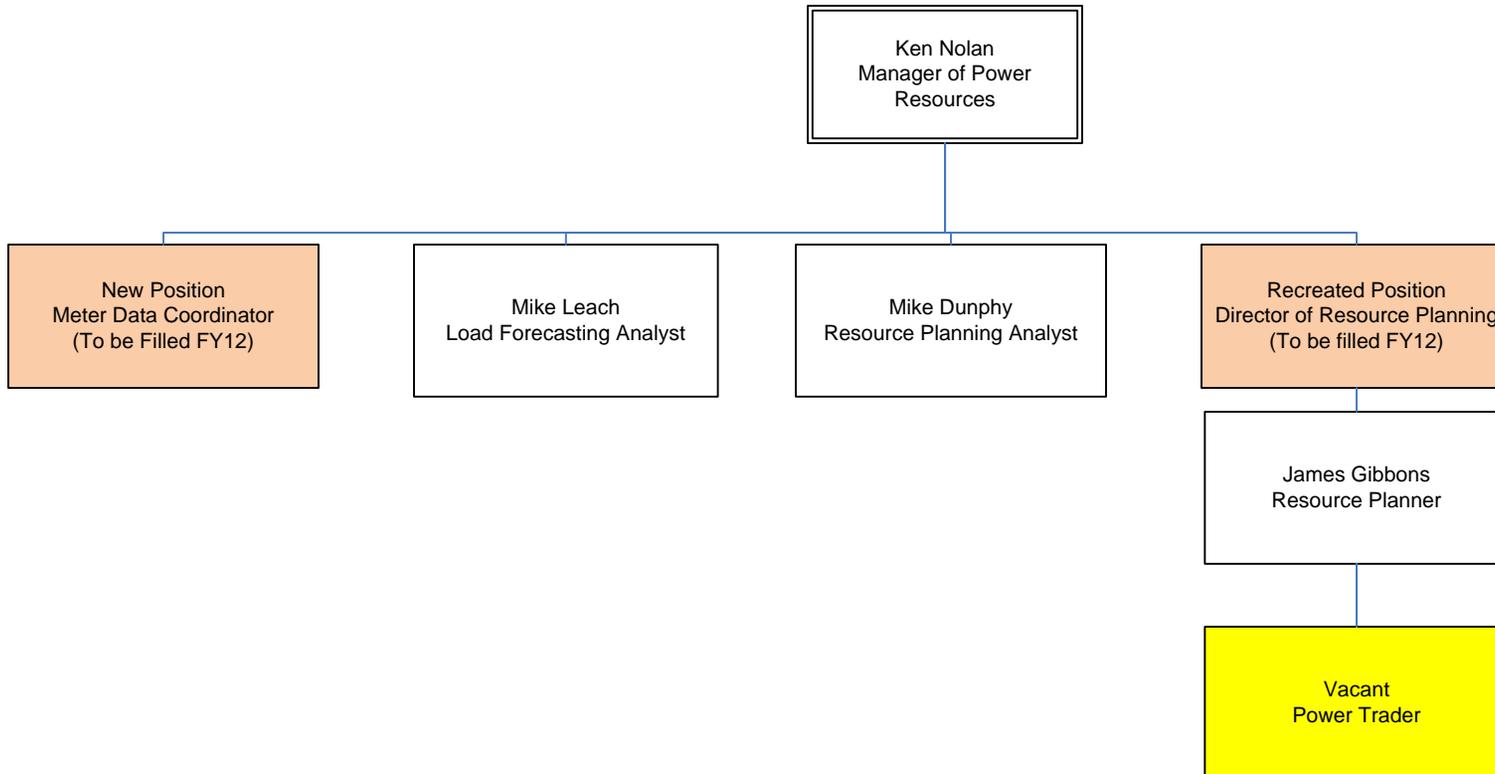
Human Resources: _____ Date: _____

(update 02/28/98; revised 02/26/07)

Proposed smart grid related revisions by Manager of Power Resources (4/20/11)

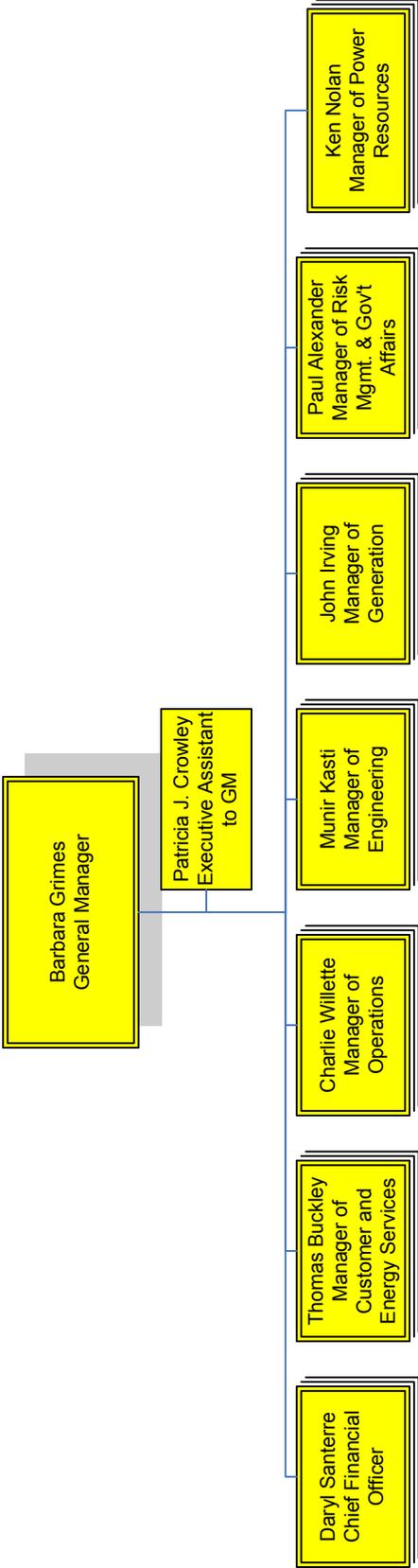
Power Resources

Burlington Electric Department



Burlington Electric Department

City of Burlington, Vermont
Organizational Chart
Dec 2010



Power Resources

Burlington Electric Department

