



# HUMAN RESOURCES DEPARTMENT

City of Burlington  
200 Church Street, Burlington, VT 05401

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## RESOURCE PLANNER BURLINGTON ELECTRIC DEPARTMENT

**POSTING DATE:** June 10, 2016  
**RATE OF PAY:** \$55,854 - \$91,565 DOE  
**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** June 22, 2016  
**POSITION STATUS:** Regular Full Time  
**CLASSIFICATION GRADE:** NS8  
**UNION:** Non-Union

### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for developing and implementing long-term resource strategies for Burlington Electric Department (Department) that are flexible and will ensure that the Department will be in the best position to continually balance customer demands, costs, environmental impact, and quality of service, including the development and coordination of rate design strategies.

#### **Essential Job Functions:**

- Develops and proposes resource planning strategies to management and regulatory bodies for review.
- Implements resource planning risk management strategies
- Performs wide variety of complex economic analysis of resource decisions including investment in generation resources and contract commitment decisions
- Maintains a strong understanding of financial markets and portfolio theory
- Submits bids for reserve markets and other spot market products and monitors settlement documents in coordination with the generating plant bid activities.
- Develops and monitors analysis to optimize load/demand and generation resource bidding into ISO-NE markets
- Develops and implements a long-term power supply and demand-side management resource planning strategy and action plan, and performs associated analysis.
- Develops power supply cost analyses in connection with rate increase/decrease filings as required
- Assists in preparation of annual power supply budget development, budget updates, and five-year financial plan and other budget planning as required
- Develops and presents testimony and exhibits for use before regulatory agencies.
- Negotiates cost-effective power supply purchase and sales contracts including EEI or other Shelf Agreements to facilitate resource purchases or sales. Resource Planner
- Maintains an understanding of industry credit standards and monitors counterparty creditworthiness.
- Presents positions to staff, Commission, City Officials, other utilities, and regulatory agencies.
- Furnishes resource planning-related information for use by ISO-NE, NEPOOL, VELCO, other utilities, regulatory agencies, and study groups.
- Actively monitors and participates in the analysis and design of new or existing markets, including the ISO-NE standard market design, ancillary service markets, capacity markets, and energy markets
- Represents BED on various committees and acts as alternate on ISO-NE governance committees such as the ISO-NE Market Committee, the IRH Management Committee, and others as assigned.
- Conducts studies to analyze the environmental impact of various resource options on customers, and makes appropriate recommendations.
- Stays abreast of market-based pool system bidding protocols.
- Performs billing and settlement verification of ISO-NE and VELCO billing statements.
- Conducts studies related to natural gas procurement, transportation, distribution, and sales.
- Monitors FERC filings and rulings for issues related to the Department.
- Prepare concise and meaningful reports including summary of purchases and sales position, verification of delivery, credit worthiness reports on existing and proposed counter parties, and risk assessment reports
- Supports resource planning functions by maintaining, analyzing and evaluating complex data sets
- Coordinates the preparation, filing, and implementation of cost of service and rate design studies in accordance with current Public Service Board (PSB), and other regulatory requirements.
- Prepare 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.
- Research and develop creative, effective rate design strategies, which support the Department's long-range financial plan.

**Qualifications/Basic Job Requirements:**

- Bachelor's Degree in engineering, economics or math related curriculum required
- Minimum 5 years of experience in utility resource planning environment, or an equivalent combination of education and experience required
- Demonstrated understanding of intermediate level economics preferred
- Demonstrated ability to successfully complete complex negotiations preferred
- Working knowledge of federal, state, and other rules and regulations related to transmission Resource Planner access and pricing
- Experience with market based bidding practices, commodity markets, and product pricing in a competitive market is desirable
- Familiarity with general utility operation and a working knowledge of resource planning, contract negotiation and contract administration are necessary
- Knowledge of ISO-NE rules and billing preferred
- Experience in energy trading or financial commodity preferred
- Demonstrated ability to understand financial risk hedging instruments such as call/put options required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Proficiency in a Windows environment with advanced skills in spreadsheet, and word processing.
- Ability to communicate and work effectively with others
- 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 work accurately and meet deadlines
- Ability to comprehend and interpret complex operating rules and procedures 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

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**To Apply: Submit resume and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact

Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.