



## Job Description

Title: **Resource Scheduling Analyst**

Department: **Power Supply**

Reports to: **Manager, Power Supply**

FLSA Status; **Exempt**

EEO Code: Professionals

Job Level: **Individual Contributor**

Version Date: 3/16/2021

## JOB SUMMARY

Assists the Power Supply team in the areas of short-term forecasting, tagging and dispatch scheduling of power supply resources, including HCE's bulk-system resources, distribution-system resources (PV, storage, biomass, etc.), behind-the-meter resources (net-meter PV, residential storage, EV chargers, etc.), and behavioral demand response program resources. Responsible for short-term optimization of HCE's resource portfolio operations, evaluating and scheduling resources based on cost, renewable content, delivery feasibility, ancillary services requirements and GHG emission impacts. Provides operating schedule inputs and resource offers and ex post settlement review of regional wholesale market activity by HCE.

<b><u>Essential Functions</u></b>	<b><u>% Time</u></b>
Manages, develops, improves and maintains short-term load and resource forecast applications.	20%
Manages HCE's resource scheduling, including bulk-scale power assets, demand-side-management load control assets, and price scheduling for HCE's voluntary response programs.	20%
Provides representation of HCE in regional electricity market stakeholder activities as necessary. Participates in researching, modeling and developing strategies for participation in power markets.	20%
Responsible for on-going coordination/implementation of third-party or internal DERMS platforms as it relates to forecasting/scheduling.	15%
Interacts with and assists HCE's real-time desk agent as needed. Acts as a communication liaison between Power Supply, System Operations and IT teams.	10%
Provides technical guidance to software development staff in conjunction with business area requirements and instructs developers on technical decisions.	5%
Monitors and documents results to ensure that scheduling activities achieve strategies, adhere to process, maintain schedule, manage risk and budget.	5%
Keeps abreast of technology, industry and business trends to ensure that appropriate technologies are being considered in the planning process that meet organizational requirements.	5%

## QUALIFICATIONS

### **Education and Work Experience**

Bachelor's degree in Engineering, Business, Mathematics or Finance required. 2 or more years of real-time or day-ahead power market operations experience required and 2 or more years utility industry experience (cooperative preferred) required. 1 or more years of experience in analysis, statistics, computer applications, and energy/load forecasting tools required.

**Skills**

Must possess extensive knowledge of the utility industry business and operational software as well as familiarity with medium and low voltage electrical systems. Possess proficient knowledge of a variety of energy resources, including renewable resources, coal/gas generation resources, microgrids, smart communities, electric vehicles and associated infrastructure and storage systems. Experience with load and resource forecasting and power market scheduling and operations.	Expert
Must be proficient in MS Office skills; Word, Outlook, Access and Excel. Must have clear and concise written and verbal communication skills. Possess advanced organizational and time management, analytical, problem solving, and decision-making skills. Possess the ability to learn new applications and adapt to a rapidly changing environment.	Expert
Must be able to work efficiently and effectively with other employees, departments, members, and contractors and handle situations with tact and diplomacy.	Solid

**Licenses & Certifications**

Valid Colorado Driver’s License required upon hire.

**PHYSICAL DEMANDS & WORKING CONDITIONS**

<b><u>Physical Demands</u></b>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Standing			X			
Walking			X			
Sitting				X		
Lifting*		X				*10 Lbs.
Carrying*		X				*10 Lbs.
Pushing*		X				*10 Lbs.
Pulling*		X				*10 Lbs.
Climbing	X					
Balancing	X					
Stooping	X					
Kneeling	X					
Crouching	X					
Crawling	X					
Reaching		X				
Handling		X				
Grasping		X				
Feeling		X				
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination			X			

<b><u>Working Conditions</u></b>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				

<b><u>Working Conditions</u></b>	<b><i>NA</i></b>	<b><i>Rarely</i></b>	<b><i>Occasionally</i></b>	<b><i>Frequently</i></b>	<b><i>Constantly</i></b>
Extreme heat	X				
Humidity	X				
Wet	X				
Noise	X				
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				
Other	X				

<b><u>Travel Requirement</u></b>	<b><i>Percentage</i></b>
Yes	5%

<b><u>Functional Competency</u></b>	<b><i>Level</i></b>	<b><i>Competency Description</i></b>
Analytical Thinking	Experienced	Solves complex problems using a sequential system.
Business Impact	Mid	Departmental oversight including goal setting, budget mgmt. and results.
Collaboration	Experienced	Strengthens alliances with other divisions to create opportunities internally & externally.
Communication Skills	Mid	Communicates using persuasion and authority.
Functional Knowledge	Experienced	Expertise in his/her discipline & understands these concepts in other disciplines.
Influence	Mid	Seeks support for functional projects within & outside the function.
Job Impact	Experienced	Function.
Leadership Skills	Entry	Does not manage employees may mentor and/or train subordinates.
Managing Change	Experienced	Initiates improvements for the function.
Problem Solving	Experienced	Assesses circumstances using experience & a variety of information gathered.
Strategic Responsibility	Novice	Contributes to strategy for his/her team.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## SCOPE

### **Freedom to Act**

Work is accomplished without considerable direction. Exercises judgement in selecting methods, techniques and evaluation criteria in obtaining results. Exerts significant latitude in determining objectives of assignment. Takes calculated risks with consultation from the expert.

### **Problem Complexity and Problem-Solving Timeframes**

Works on complex issues where analysis of situations or data requires in-depth evaluation of variable factors. Constructs and may pursue alternative paths towards a solution. Exercises judgment in selecting method, techniques and evaluation criteria for obtaining results consistent with broadly defined policies and practices. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically 6 to 12 months.

### **People Management**

Individual Contributor

### **Impact**

Failure to obtain result or erroneous judgement or recommendations would normally have serious results and may require substantial expenditures of resources to correct and/or achieve goals.

### **Contact With Others**

Contacts are primarily within the department or function with occasional cross-functional interfaces. Some limited external customer contact on routine matters.

### **Financial Responsibility**

Financial and Budget Responsibility Shared

### **Interpersonal Abilities**

Requires the ability to establish and maintain effective professional relationship with both internal and external contacts.

Leadership: Inspires and motivates others to perform well, includes appropriate employees in planning and decision-making, takes responsibility for employee activities, makes self available to employees, develops employee skills and encourages growth, gives appropriate recognition to others, and continually works to improve work environment and leadership skills.

Core Values: Commits to the safety of all co-workers and general public through education, awareness, training and prevention, treats people with respect, keeps commitments, accepts responsibility for own actions, inspires the trust of others, works with integrity, and upholds organizational Core Values.

Confidentiality: Uses discretion and maintains confidentiality in sensitive and personal matters related to the function.

Organizational Support: Follows policies and procedures, supports Holy Cross goals and values, promotes a harassment-free environment, supports affirmative action, and respects diversity.

Requires prompt and predictable attendance in order to ensure uninterrupted service to internal and external contacts. Occasionally, position may require working outside normal business hours, including evenings, weekends, and holidays.

**The job description is not intended to be an all-inclusive list of job responsibilities, duties, and requirements; but to describe the standard level of work being performed. Employees may be required to perform other duties as assigned or as required by the need of the business. Holy Cross Energy retains the discretion to add to or change the duties of the position at any time.**

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**Employee Signature & Date**