



DIVISION: Grid Operations

TITLE: Senior Operations Analyst – Emergency Response Coordinator

LOCATION: Folsom, CA

DEPARTMENT: Operations Support and Training

PRIMARY PURPOSE:

Under the general direction of the Manager of Operations Support, the Senior Operations Analyst provides technical expertise to the Operations Support and Training and the Operations departments. Coordinates and oversees projects that improve operations processes and procedures, grid reliability, and operator effectiveness. Acts as a liaison to other ISO departments, market participants, regulatory agencies, and external clients on ISO operations matters. Provides training and support on matters related to control area operations and power engineering principles.

ESSENTIAL JOB FUNCTIONS:

- Proactively seeks and identifies ongoing and ad hoc needs of the ISO Real-time Operators.
- Represents grid operators at internal and external meetings; and identifies and resolves operational issues by developing and improving policies, procedures, and "best practices" that ensure grid reliability, and maximize operator effectiveness.
- Coordinates and participates in operational emergency planning and preparedness activities; and acts as a key participant on the Emergency Planning and Preparedness Committee and on the Emergency Response Team. Plans, directs and assists in emergency response drills.
- Tests generation and load operational capabilities of grid resources; certifies grid resources to participate in the ISO's energy and capacity markets; establishes grid resource performance benchmarks; ensures that performance capabilities comply with the ISO Tariff and Protocol, as well as contractual, reliability, and legal requirements.
- Manages the creation, revision, review, authorization, publication and distribution of ISO Operating Procedures; and maintains procedures database.
- Develops and maintains ISO's Electrical Emergency Plan, emergency operating procedures, related policies, processes, expectation and responsibilities.
- Acts as the Emergency Response Coordinator by providing 24x7x365 on-call access, acting periodically as the single point-of-contact to internal and external entities for information about grid conditions in a systems emergency. Ensures timely and accurate information to internal and external clients in the event of an actual or potential electrical system emergency, or other significant event.
- May be called upon to create and present training and other materials to audiences ranging from technical experts to the general public.
- Generates periodic and ad hoc reports and updates to DOE, FERC, NERC, WECC, EOB and other organizations; evaluates system incidents and reports violations to WECC; reviews monetary sanctions, and prepares payment documentation.
- Adheres to and supports the Behavioral Success Factors of the ISO.
- Performs related duties and activities as appropriate.

TYPICAL PHYSICAL REQUIREMENTS:

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. Occasionally there may be a requirement to stoop or lift, or handle material or equipment weighing up to 25 pounds. Requires normal manual dexterity and eye-hand coordination, and corrected vision and hearing to normal range. Must be able to provide 24x7 support as needed.

WORKING CONDITIONS:

Typically located in a comfortable indoor area. There may be occasional exposure to mild physical discomfort from such factors as dust, fumes or odors, loud noise, or bright lights. Most of the time is spent in general office or equivalent conditions which result in little or no exposure to injury or accident. Some travel required.

MINIMUM QUALIFICATIONS:

- **Level of Education**
A Bachelor's degree (BA, BS) or equivalent education, training and experience.

- **Discipline**
Electrical Engineering, Business or related technical field.
- **Amount of Experience**
Five or more years of related experience.
- **Type of Experience**
Emergency Management experience preferred. Electric generation, transmission, distribution, and/or scheduling experience desired. Understanding of NERC and WECC reliability criteria and FERC rulings and familiarity with ISO Tariff and Protocols preferred with knowledge of power engineering principles and electric utility operations also desired.
- **Special Certifications of Technical Skills**
Computer experience including MS Word, Excel, Access and Power Point. Experience with Documentum; Plant Information (PI) and Energy Management System (EMS) strongly desired.
- **Other**
Excellent verbal, written and analytical skills required. Ability to clearly communicate complex technical concepts to non-technical persons. Must be able to work effectively in a team environment.

CLASSIFICATION:

- FLSA: Exempt
- Job Code: Oracle
- Band: D
- Last Date Revised: 12.17.2004