



DIVISION: **Grid Operations**

TITLE: **Senior Operations Coordination Analyst**

LOCATION: **Folsom, CA**

DEPARTMENT: **Operations Support and Training**

PRIMARY PURPOSE:

Under the general direction of the Manager of Operations Coordination, coordinates internal business units' issues that impact the Control Room's day-to-day and future operations. Acts as a technical liaison between the Operations Department and other ISO Departments and various external entities and/or customers on a wide range of technical/operational issues.

ESSENTIAL JOB FUNCTIONS:

- Serves as a technical and strategy advisor to the ISO Operations Division.
- Performs analysis, drafts contracts provisions, participates in negotiations, and provides recommendations on all operations-related aspects of the ISO's general operating agreements with other Control Area Operations, Transmission Owners and distribution companies.
- Manages projects involving implementation or augmentation of the inter-control area system control arrangements and provisions.
- Represents the ISO at WECC, NERC, other industry forums and utility companies as required.
- Performs in depth research and analysis required for special projects ending in reports and presentations to the ISO management and appropriate industry forums.
- Functions as a liaison between the ISO and other associated industry groups.
- Provides analyses and recommendations on diverse issues specific to the Operations Department.
- Evaluates impact and makes recommendations concerning current and future operating practices of the ISO.
- Coordinates the identification and resolution of issues that impact Grid Operations, and recommends options for more efficient operations.
- Maintains awareness of all Regulatory, Operations, Market and Settlement changes affecting the Operations Department as well as ISO procedures that may impact grid operations.
- Participates in the design and implementation of new Market and Settlement rules to ensure the feasibility of changes, and to assess the impact to Grid Operations.
- Serve as project team lead for a variety of special projects of a technical nature including giving presentations and providing project status reports.
- 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.

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.

MINIMUM QUALIFICATIONS:

- **Level of Education**
A Bachelor's degree (BA, BS) or equivalent education, experience and training.
- **Discipline**
Electrical Engineering or related field.
- **Amount of Experience**
Five or more years of related experience.

- **Type of Experience**

Electric utility industry with experience in operation of power systems, transmission, generation or resource scheduling. Must have a broad understanding of market design and operations, and familiarity with California electric transmission grid or other WECC systems.

- **Special Certifications of Technical Skills**

Expertise in MS Excel and Access.

- **Other**

Excellent oral and written communication skills required. Ability to clearly communicate complex technical information, to set and meet self-imposed deadlines, and to perform effectively in high-pressure situations. Ability to provide timely professional assessments with limited information and assumptions, confidently act on decisions, and work effectively in a team environment.

CLASSIFICATION:

- FLSA: Exempt
- Job Code: Oracle
- Created Date: 12.21.2004
- Last Date Revised: 03.02.2005