

## Chelan PUD Short Term Trading & Operations Analyst Level Guide

Category	Level I	Level II	Level III
<b>Overarching Purpose</b>	<p>The Short-Term Power Trading &amp; Operations Analyst performs day ahead trading, scheduling, and implementation of the District's real-time contract to facilitate and optimize the District's real-time contract and short term trading. This position is also responsible for real-time services contract administration and management, market and resource analysis and monitoring and advising slice contract purchasers.</p>		
<b>Core Functions</b>	<ul style="list-style-type: none"> <li>Trading-- Executes short-term (daily, balance-of-the-month) power transactions and purchases transmission as necessary, to optimize revenue and meet load within the constraints of the system and in accordance with the District's risk management and credit policies with some oversight. Reviews paper pond balances and other constraints in order to monitor and minimize spill at projects. Assists and supports in monitoring power contracts and all provisions in the contracts to maximize revenues. Records, schedules and monitors all power and transmission transactions in the transaction management system. Performs checkout of net interchange schedules with all adjacent control areas, trouble-shooting and correcting any discrepancies as necessary.</li> <li>Performs real-time services contract administration and management. With direction, meets all contract objectives while meeting all applicable standards. Shares information and receives feedback. Assists in the resolution of events/issues that are not specifically covered under real-time services contract. Creates and captures the daily settlement in the District's transaction management systems. Reviews daily operations and activities to ensure value capture, maintenance of reliability, and contractual obligations.</li> </ul>	<ul style="list-style-type: none"> <li>Trading-- Executes short-term (daily, balance-of-the-month) power transactions and purchases transmission as necessary, to optimize revenue and meet load within the constraints of the system and in accordance with the District's risk management and credit policies. Reviews paper pond balances in order to monitor and minimize spill at projects. Monitors power contracts and all provisions in the contracts to maximize revenues. Records, schedules and monitors all power and transmission transactions in the transaction management system. Performs checkout of net interchange schedules with all adjacent control areas, trouble-shooting and correcting any discrepancies as necessary.</li> <li>Performs real-time services contract administration and management. Supports and coordinates with real-time services provider to meet all contract objectives while meeting all applicable standards. Facilitates information sharing and feedback. Resolves events/issues that are not specifically covered under real-time services contract. Creates and captures the daily settlement in the District's transaction management systems. Reviews daily operations and activities to ensure value capture,</li> </ul>	<ul style="list-style-type: none"> <li>Trading—Develops strategies and executes short-term (daily, balance-of-the-month) power transactions and purchases transmission as necessary, to optimize revenue and meet load within the constraints of the system and in accordance with the District's risk management and credit policies. Reviews paper pond balances in order to monitor and minimize spill at projects. Monitors power contracts and all provisions in the contracts to maximize revenues. Records, schedules and monitors all power and transmission transactions in the transaction management system. Performs checkout of net interchange schedules with all adjacent control areas, trouble-shooting and correcting any discrepancies as necessary.</li> <li>Performs complex real-time services contract administration and management. Acts as a liaison for the District's real-time services provider and other District planning and trading staff. Coordinates with real-time services provider to meet all contract objectives while meeting all applicable standards. Facilitates and promotes information sharing and feedback. Proposes solutions and resolves events/issues that are not specifically covered under real-time services contract. Creates and captures the daily settlement in the District's transaction management systems. Reviews daily operations and activities to</li> </ul>

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	<ul style="list-style-type: none"> <li>• Market &amp; Resource Analysis--Performs basic market and resource analysis to create and evaluate strategies to optimize the value of the District's resources and contracts. Assists with monitoring river flows, weather and load forecasts, reservoir storage, fish operations, wind generation, and unit outages. Assists with monitoring Columbia River system constraints, District resources, regional energy market conditions, and regional grid operations. Assists with the preparation of water forecasts and monitoring operations of other hydro projects, as assigned.</li> <li>• Real-time contingency planning— Knowledge of documents, information, tasks, and procedures necessary to facilitate real-time processes and activities. Apply the real-time contingency plan to ensure a timely response to any disruptive or extended interruptions of normal business operations and to minimize District losses. Performs tests on the real-time contingency plan.</li> <li>• Monitors, and advises District hydro project purchasers--Supports slice purchasers in the real-time environment and ensures counterparties adhere to contract obligations and limitations. Knowledge of operational guidelines and instructions for purchasers on systems and tools to manage their obligations. Ensures compliance with operational requirements.</li> </ul>	<p style="margin-bottom: 10px;">maintenance of reliability, and contractual obligations.</p> <ul style="list-style-type: none"> <li>• Market &amp; Resource Analysis--Performs market and resource analysis to create and evaluate strategies to optimize the value of the District's resources and contracts. Assists with monitoring river flows, weather and load forecasts, reservoir storage, fish operations, wind generation, and unit outages. Also, develops inflow forecasts and monitors Columbia River system constraints, District resources, regional energy market conditions, and regional grid operations. Prepares water forecasts and monitoring operations of other hydro projects, as assigned.</li> <li>• Real-time contingency planning-- Maintains and documents, information, tasks, and procedures necessary to facilitate real-time processes and activities. Apply the real-time contingency plan to ensure a timely response to any disruptive or extended interruptions of normal business operations and to minimize District losses. Performs tests on the real-time contingency plan and provides supervisor or level III feedback on plan improvements.</li> <li>• Monitors, trains, and advises District hydro project purchasers--Supports slice purchasers in the real-time environment and ensures counterparties adhere to contract obligations and limitations. Reviews operational guidelines and instructions and trains slice purchasers on systems and tools to manage their obligations. Ensures compliance with operational requirements.</li> </ul>	<p style="margin-bottom: 10px;">ensure value capture, maintenance of reliability, and contractual obligations.</p> <ul style="list-style-type: none"> <li>• Market &amp; Resource Analysis--Performs advanced market and resource analysis to create and evaluate strategies to optimize the value of the District's resources and contracts. Monitors river flows, weather and load forecasts, reservoir storage, fish operations, wind generation, and unit outages. Also, develops inflow forecasts and monitors Columbia River system constraints, District resources, regional energy market conditions, and regional grid operations. Prepares water forecasts and monitoring operations of other hydro projects, as assigned.</li> <li>• Real-time contingency planning-- Maintains and documents, information, tasks, and procedures necessary to facilitate real-time processes and activities. Develops and maintains a real-time contingency plan to ensure a timely response to any disruptive or extended interruptions of normal business operations and to minimize District losses. Tests the real-time contingency plan and adapts as needed to maintain a viable and actionable backup plan to provide 365 day, 24 hour coverage.</li> <li>• Monitors, trains, and advises District hydro project purchasers--Supports slice purchasers in the real-time environment and ensures counterparties adhere to contract obligations and limitations. Develops operational guidelines and instructions and trains slice purchasers on systems and tools to manage their obligations. Ensures compliance with operational requirements.</li> </ul>
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	<ul style="list-style-type: none"> <li>Internal &amp; External Relationships— Supports communications and relationships with internal departments, project operations, system operations, fisheries, and risk to effectively manage resources and obligations. Maintains and establishes relationships with external personnel as required to facilitate the success of the District's energy Planning and trading activities. Attends regional forums and reports content to supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Internal &amp; External Relationships— Coordinates communications and relationships with internal departments, project operations, system operations, fisheries, and risk to effectively manage resources and meet obligations. Maintains and establishes relationships with external personnel as required to facilitate the success of the District's energy Planning and trading activities. Represents the District at regional forums and reports content to supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Internal &amp; External Relationships-- Coordinates with internal departments, project operations, system operations, fisheries, and risk to effectively manage resources and obligations. Maintains and establishes relationships with external personnel as required to facilitate the success of the District's energy Planning and trading activities. Represents the District at regional forums.</li> <li>Training &amp; Mentoring - Trains and mentors lower level Short Term Trading and Operations Analysts. Is an in house subject expert and shares expertise internally and externally.</li> </ul>
<b>Education &amp; Certifications</b>	Bachelor's degree (B. S., B. A.) preferably in Engineering, Finance, Business, or Economics from a four-year college or university; or equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities.	Bachelor's degree (B. S., B. A.) preferably in Engineering, Finance, Business, or Economics from a four-year college or university; or equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities.	Bachelor's degree (B. S., B. A.) preferably in Engineering, Finance, Business, or Economics from a four-year college or university; or equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities.
<b>Required Minimum Experience</b>	<ul style="list-style-type: none"> <li>Prefer minimum one (1) year related experience in relevant energy planning &amp; trading experience, including experience in power operations, planning, project development, and/or energy marketing.</li> </ul>	<ul style="list-style-type: none"> <li>Typically requires three (3) years of relevant energy planning &amp; trading experience, including experience in power operations, planning, project development, and/or energy marketing.</li> </ul>	<ul style="list-style-type: none"> <li>Typically -requires eight (8) years of relevant energy planning &amp; trading experience, including experience in power operations, planning, project development, and/or energy marketing.</li> <li>Progressive trading experience in energy markets is preferred as well as strong working knowledge of both industry specific and proprietary trading systems, tariffs, OASIS requirements, NERC e-tagging requirements, etc.</li> </ul>
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Analytical skills</li> <li>Working knowledge of power operations, transmission contracts and issues, and hydro project coordination</li> </ul>	<ul style="list-style-type: none"> <li>Analytical, financial and negotiation skills-</li> <li>Knowledge of power operations, transmission contracts and issues, and hydro project coordination</li> </ul>	<ul style="list-style-type: none"> <li>Strong analytical, financial and negotiation skills-</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to communicate effectively both orally and in writing</li> <li>• Knowledge of federal and state laws and regulations relating to the power industry-</li> <li>• Strong interpersonal skills</li> <li>• Basic knowledge of the District's real-time services provider contract and its implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively both orally and in writing</li> <li>• Knowledge of finance, marketing and contract administration (including risk management and credit policies)</li> <li>• Knowledge of federal and state laws and regulations relating to the power industry</li> <li>• Strong interpersonal skills</li> <li>• Ability to speak effectively in a public setting</li> <li>• Knowledge of the real-time services provider contract and its implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive knowledge of power operations, transmission contracts and issues, and hydro project coordination-</li> <li>• Ability to communicate effectively at all levels of internal and external organizations-</li> <li>• In depth knowledge of finance, marketing and contract administration (including risk management and credit policies)-</li> <li>• Knowledge of federal and state laws and regulations relating to the power industry-</li> <li>• Must possess strong interpersonal and public speaking skills</li> <li>• Ability to lead and direct the work of others.</li> <li>• Extensive knowledge of the real-time service provider contract and implementation.</li> </ul>
<b>Reasoning Ability</b>	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
<b>Decision making</b>	Works under general supervision. Free to determine most appropriate work methods. Acts as a resource for colleagues with less experience. Escalates unusual or complex issues to supervisor.	Works under general supervision. Free to determine most appropriate work methods. Acts as a resource for colleagues with less experience. Escalates unusual or complex issues to supervisor.	Works independently, under limited supervision. Acts as a resource for colleagues with less experience. Trains and mentors others. May act as a team leader. Advises management on best work methods, processes and/or application of policy. Receives guidance in complex situations.
<b>Complexity</b>	Prioritizes and performs a broad range of moderately complex technical or professional work. Solves day to day problems using established policies, regulations, or work rules.	Prioritizes and performs a broad range of moderately complex technical or professional work. Solves day to day problems using established policies, regulations, or work rules.	Manages and performs an extensive range and variety of complex technical or professional work activities, some without precedent. Takes a broad perspective to identify solutions.

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<b>Advancement/ Career Path</b>	<p>This is the entry level in the job family.</p> <p>Employees hired into the Level I role are generally expected to develop the knowledge, skills and abilities to advance to Level II.</p> <p>To advance to Level II, incumbents must be able to perform all the essential functions of the higher level position, at a basic level. Advancement is subject to approval of the business need, and salary budget availability.</p> <p>The typical timeline for advancement is three (3) years.</p>	<p>This is the Intermediate level in the job family.</p> <p>To advance to the next level, incumbents must be able to perform all the essential functions of the higher level position, at a basic level. Advancement is subject to approval of the business need, and salary budget availability. It may also be subject to availability of an open position and a competitive recruitment process.</p> <p>The typical timeline for advancement is three (3) years.</p>	<p>This is the Senior level position in the job family.</p> <p>This position develops many skills necessary to move into the Short Term Trading/Operations management role or various other technical positions around the District. See the job descriptions in those workgroups for more information about job qualifications.</p> <p>Advancement to any open position outside of this job family is generally subject to a competitive recruiting/selection process.</p>
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