

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV35066
Job Class Code:	800	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	9410		

Job Code Established:	12/09/87	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Regulation of Corporations

JOB CODE TITLE: PUBLIC UTILITY POWER SCHEDULING SPECIALIST

HRIS TITLE: PUB UTILITY POWER SCHDLNG SPCT

CHARACTERISTICS OF THE CLASS: Works under general supervision from a Utilities Consultant (Customer Services and Contracts Manager). Has the authority to plan, gather data, develop and coordinate power and energy services programs with customers; plan and develop computerized applications to produce statistical data; assist in developing monthly billings of power and energy services; to contact or correspond with customers regarding services. Performs entry level professional work scheduling power and energy services for customers of APA; coordinates power operations; assists in computerized billings to customers; gathers, compiles and maintains statistical data for use in power and energy reports; devises and coordinates development of computer applications for use in work system. Responsible for customer coordinating and developing and implementing timely and accurate scheduling of power and energy; gathering, compiling and maintaining accurate statistical data used in various programs; timely and professional contacts and coordination with customers on power and energy services. Work product consists of customers receiving power and energy per schedules; power and energy scheduling implemented in conjunction with control areas operations; accounting completed of power and energy sales and interchanges; daily, weekly and monthly power and energy schedules completed; reports prepared and submitted.

EXAMPLES OF DUTIES: Gathers data on power and energy service programs for customers; performs calculations of present and future needs; develops projections for future program needs. Maintains a current data file of all power and energy schedules; analyzes and incorporates new data. Devises, establishes and maintains cross reference files on power and energy sources, customer usage, and relationships to inter/intra utility providers. Compares data from several sources to assure accuracy of report statements, descriptions or phraseology, according to established criteria, and relying upon some knowledge of the subject matter. Gives and receives information requiring some judgment or discretion regarding current and specific business of the agency, by telephone or by direct personal contact. Prepares correspondence relating to power and energy schedules and dissemination of power and energy data. Coordinates power and energy scheduled by western area power administration with system generation requirements and obligations. Implements power and energy scheduling procedures for power marketing contracts with other intra/interconnected utilities. Implements and assures proper power and energy scheduling programs, used in conjunction with control area operations, for accounting of power and energy sales, interchange, and monitoring of system load limits. Gathers and compiles data into statistical information to meet requirements of periodic or other reports according to established procedures. Assists in analysis of data and operations for conformance with contract provisions, adverse economic conditions and prevention of conditions which adversely affect power system facilities. Attends staff meetings under direction of work supervisor; gives and receives information helpful in work system operation. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: techniques, practices and methodologies of production, distribution, control, scheduling and billing of power and energy; power marketing contracts, general power facilities, system inerties and contract paths; techniques, practices and methodology of water releases and the impact on hydroelectric generation; Federal, State and Municipal regulations governing sale of Federal power; computer devices and applications used in work.

Skill/Ability to: developing power and energy schedules, billings for services and distribution and controls; analyzing contractual agreements for marketing services with intra/inter utility providers; analyzing and determining proper water flow and the impact on hydroelectric generation; applying and interpreting Federal, State and Municipal rules and regulations governing sale of Federal power; oral and written communications; interpersonal relationships.

Experience and Education: Typical ways to obtain the KSAs would be:

- Two years of experience in utility power dispatching or scheduling;
- Fifteen semester hours in mathematics and physical sciences may substitute for one year of the required experience.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.