STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/05) ***SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY***

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA-**10929**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY ORIM, Energy Contract Services	POSITION NUMBER (Agency - Unit - Class - Serial) 306-046-5393-005
UNIT NAME AND CITY LOCATED Natural Gas Services – West Sacramento	CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3rd Street, West Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-046-5393-005

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under general direction of the Natural Gas Services (NGS) Program Manager (SSM II), the incumbent is responsible for complex and difficult tasks associated with the purchase and delivery of natural gas. The incumbent must exercise a high degree of discretion, diplomacy, confidentiality and initiative while taking independent action to resolve issues.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations. **ESSENTIAL FUNCTIONS**
20%	GAS MARKETS ANALYSIS: In order to assist in the development of commodity purchasing strategies, the incumbent will: • Acquire and maintain external and internal information/resources to gain knowledge, fundamental market intelligence and insights into regional supply/demand issues, CO2 markets and renewables. • Develop program models and support tools to understand price drivers and trends across product offerings. • Produce forecast and regression analysis to support weather hedging activities. • Produce monthly forward curves, volatilities reports and benchmark analysis to guide decisions on hedge opportunities and market changes. • Monitor and evaluate renewable fuels and carbon markets to support customer and program objectives.
20%	PORTFOLIO AND RISK MANAGEMENT ANALYSIS: In order to optimize portfolio results and mitigate risk, the incumbent will: • Compute and track trade and portfolio metrics and conduct variance analysis to provide real-time and periodic assessment of portfolio performance. • Monitor forward positions and recommend timing of new trades to effectively position the program for opportunities and exposure control. • Aggregate supply requirements to leverage transactional volumes and expenses. • Develop metrics and reports to inform customers of procurement strategies and associated results.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Teri Rohrer		

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	• Maintain and expand existing analysis reports and develop new risk simulation tools to help evaluate and mitigate risk exposures. • Compile and develop customer load data and sample statistics into meaningful reports to support program operations and portfolio strategies. • Maintain and review portfolio exposure by strategy to control excess deviation from market and index expectations
20%	<u>SETTLEMENT OPERATIONS:</u> In order to accurately allocate and invoice final scheduled volumes, the incumbent will: • Perform supply actualization; reconcile delivery statements against imbalance and pipeline entitlements; and tie all month-end supply invoices to approved transaction confirmations to produce accurate cost allocations, billing statements and data reports. • Oversee transportation nomination, scheduling and confirmation; reconcile confirmed volumes with connecting pipeline companies for gas flow, allocation and invoicing; and monitor and control volumetric imbalances to minimize avoidable costs to customers. • Research and recommend solutions to supply delivery or billing discrepancies to ensure program expenditures correlate to transaction documentation. • Understand and execute accounting systems to produce and distribute accurate customer invoices and internal reports to support cash flow and financial operations. • Produce regular monthly summary reports and analysis of gas deliveries, fiscal transactions and balances to inform management of potential concerns. • Make recommendations for improvement or corrections to accounting, billing, processes or business procedures to help facilitate continual program improvement. • Oversee and ensure effective maintenance of the projections database and supply models to ensure program assumptions are grounded in sound data.
15%	<u>COUNTERPARTY ADMINISTRATION:</u> In order to facilitate open communication and industry support, the incumbent will: • Develop and issue requests for qualifications, analyze submissions and recommend suppliers for approval to maintain a diverse vendor pool for competitive offerings. • Oversee purchase requests, bid results, confirmations and capture of transaction information to ensure program expenditures are accurately recorded and understood. • Monitor and control counterpart terms and conditions, price agreements, credit status and financial settlements to ensure they are made within agreed parameters. • Monitor and maintain group transaction information associated with purchase, sale, contract and trade to accurately report on positions and cost changes. • Manage notifications and approvals related to execution of transportation and storage agreements to ensure pathway availability for gas deliveries. • Execute and coordinate document preparation, confirm trades, prepare payment arrangements, monitor positions and oversee maintenance of transaction files to ensure counterparty and program requirements and expectations are fulfilled.
10%	<u>CUSTOMER SERVICE:</u> In order to promote a valuable service for customer business partners, the incumbent will: • Learn the program's common data sets and what the data represents, its characteristics and how best to utilize this information to most effectively address customer needs. • Prepare and maintain periodic reports, describing fundamental drivers of forecasts and analyzing risks and impact potentials to educate customers about the program's short and long-term gas market view. • Coordinate Gas Service Agreements (GSA), amendments and purchase authorizations to ensure proper approvals and limits are in place prior to delivery of services. • Communicate and resolve eligibility, contract and participation issues to preserve and develop customer inclusion in the program.

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	• Analyze the customer base, individual purchases and load characteristics to increase awareness of anticipated fuel and service requirements and impediments. • Manage supply renewal for appropriate customers to maintain continuity of energy services and preemptive completion of counterparty agreements. • Respond to customer inquiries in a timely manner and provide research support and data management to facilitate customer reporting and accounting requirements. • Liaise between customers and gas industry personnel by direct communication and specific analysis to assure fair and effective resolution. • Evaluate existing supply arrangements in relation to potential alternatives and prepare economic/savings analysis for prospective customers to demonstrate program benefits. • Develop marketing campaigns and ad-hoc reports to specific customers, groups and end-use organizations to support educational outreach and program participation. • Plan and deliver informational presentations and workshops in order to create successful transfer of program and industry information to customers.
10%	PROGRAM SUPPORT AND DEVELOPMENT: In order to support program viability and improvement, the incumbent will: • Facilitate work process improvements through idea generation; applying knowledge of the program and business operations; and collaboration with others to streamline and standardize operations, increase efficiency and enhance reporting capabilities. • Predict and identify root causes in the daily course of business and in special projects and take proper actions to resolve concerns and improve processes. • Draft clear, comprehensive and concise reports summarizing findings and recommendations to inform management of concerns and opportunities. • Assist in the development and maintenance of documents, forms and data files to ensure program compliance with retention efforts and legal requirements. • Participate in working groups and internal/external projects to increase understanding of industry-related issues and developments affecting the program, industry or customers. • Document actions taken by preparing detailed written reports of findings to support decisions made during unusual, high consequence or landmark situations. • Maintain a formal library of quantitative models, documentation, audit trails, testing, and explanatory notes and procedures to be used as the basis for future valuations. • Maintain customer and public web presence to represent program merits and communicate important and relevant information about the program.
5%	**MARGINAL FUNCTIONS** Remain current on regulatory, policy and procedural changes and associated impact to program and customers. Respond to inquiries from internal/external parties. Additional program support duties as assigned. Infrequent travel within California.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership. *Ability to:* Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

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DESIRABLE QULAIFICATIONS:

SPECIAL PERSONAL CHARACTERISTICS:
- A demonstrated interest in assuming increasing responsibility.
- Mature judgment, tact, loyalty, and discretion.
- Public speaking and presentation skills.

INTERPERSONAL SKILLS:
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.
- Ability to work closely with other program staff to ensure quality of services.
- Ability to create and maintain effective employee, consultant, and customer relationships by providing timely, accurate responses.

ADDITIONAL QUALIFICATIONS:
- Detailed knowledge of end-uses of natural gas.
- Gas utility tariffs and rules governing natural gas services.
- Knowledge of financial markets, especially energy futures markets and the various financial hedging products available for use with natural gas.
- Knowledge of risk management practices and forms of risk analysis
- Experience with a wide range of state and other public sector organizations.
- A detailed understanding of how public sector organizations purchase, account for, and use natural gas.
- Experience with state contracts and interagency agreements for natural gas service.
- Experience in energy marketing.
- Basic public sector accounting concepts and principals.

ADDITIONAL DESIRABLE QUALIFICATIONS:
- Knowledge of EPA Renewable Fuel Standard (RFS) and RFS2 and associated registration requirements, and California Assembly Bill 32 and sector specific measures including but not limited to Cap and Trade, Low Carbon Fuel Standard (LCFS) and Renewable Portfolio Standard (RPS).
- Possession of a degree in physical sciences, accounting, economics, finance, business, or other field closely related to energy resources conservation and development.
- Utility administration experience or with managing an energy program or project dealing specifically with energy supply and demand analysis, energy policy analysis, economic forecasting, energy conservation, environmental protection, facility planning/construction, electric power systems regulation, energy resource systems or power plant systems research and development, and energy program budget analysis.
- Knowledge of the principles of program evaluation and planning; energy policy analysis and formulation; Federal, State, local government and private agencies involved in energy research and regulation; general provisions of Federal and State laws and regulations applicable to the construction and operation of utilities or the reduction of energy consumption; general social and economic implications of energy demand forecasting and facility construction; recent research and development projects in the fields of electrical, nuclear, geothermal, solar and other energy sources; principles and procedures of environmental impact assessment and energy supply and demand forecasting.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT:
- Business attire appropriate to a professional office environment.
- Frequent use of phone, computer, and related software at a workstation.
- Daily use of general office equipment.
- Occasional use of cell phone, projector, and laptop computer.
- Occasional off-site and out-of-town travel within California to customer and industry meetings that may require the use of various transportation modes, i.e. airplane, car, taxi, etc.

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	PHYSICAL ABILITIES: • Ability to use a computer for extended periods of time. • Ability to draw from and add to program hardcopy files. • Ability and willingness to travel throughout California as required for personal contacts with customers. MENTAL ABILITIES: • Ability to effectively handle stress while making decisions and meeting deadlines in a fast-paced work environment, with the assumption of multi-tasking as a matter of routine. • Ability to concentrate on detailed analytical assignments until successfully completed. • Ability to communicate effectively in both oral and written modes. • Ability to produce written communications in a professional manner and in accordance with accepted business practices, using courteous language and positive tone in all written communications so that anything composed reflects a service-oriented philosophy. • Ability to use standard Departmental Microsoft applications such as Word, Excel, and Office. • Ability to learn new software applications as required.