



PG&E Talent Connect

Job Posting Title

Associate Contract Management Analyst, Tolling & Storage Contracts

Job Posting Date: 03/24/2017

Requisition #: 53944985-E02

Job Category: Energy Supply / Trading

Job Level: 2. Individual Contributor

Company

Based in San Francisco, Pacific Gas and Electric Company, a subsidiary of PG&E Corporation (NYSE:PCG), is one of the largest combined natural gas and electric utilities in the United States. And we deliver some of the nation's cleanest energy to our customers in Northern and Central California. For PG&E, "Together, Building a Better California" is not just a slogan. It's the very core of our mission and the scale by which we measure our success. We know that the nearly 16 million people who do business with our company count on our more than 24,000 employees for far more than the delivery of utility services. They, along with every citizen of the state we call home, also expect PG&E to help improve their quality of life, the economic vitality of their communities, and the prospect for a better future fueled by clean, safe, reliable and affordable energy.

Pacific Gas and Electric Company is an Affirmative Action and Equal Employment Opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability status, medical condition, protected veteran status, marital status, pregnancy, sexual orientation, gender, gender identity, gender expression, genetic information or any other factor that is not related to the job.

Department Overview

PG&E's Energy Policy and Procurement (EPP) organization procures a reliable energy supply to meet the electricity and gas demands of our customers 24 hours a day. We reduce customer costs and attain stable prices through contracting and financial hedging instruments and in doing so, maintain a focus on sustainability by supporting environmentally-preferred resources.

EPP's Contract Management (CM) team ensures that PG&E and the parties who sell energy and capacity to PG&E remain compliant with all terms of their energy contract, both for contracts that are actively delivering energy and for new facilities under construction. We manage hundreds of procurement contracts to purchase renewable energy, conventional energy, combined heat and power, energy storage, natural gas and biogas, resource adequacy capacity products, renewable energy credits, and greenhouse gas allowances, as well as associated transmission and financial hedging agreements.



Position Summary

The ideal candidate for this position has an aptitude and desire for understanding the energy business, energy procurement, energy contracts, energy markets, conventional and renewable generation project development, the regulatory environment, and related information and processes. The ideal candidate will also have excellent written and oral communication skills, an aptitude for critical thinking, and strong detail-orientation.

The Associate Contract Management Analyst will be part of a team (Tolling & Energy Storage Contracts) responsible for managing PG&E's contracts to buy power from third party generation facilities. The Associate Analyst will:

- Work with internal and external parties to maximize the value of dispatchable generators in the PG&E portfolio;
- Ensure that all necessary steps are taken for the facilities to deliver energy and capacity to PG&E in a manner consistent with the obligations of the agreement, market rules, and internal process;
- Track and document that PG&E and the seller are in compliance with contract terms;
- Interpret, analyze, communicate about and resolve issues that arise during contract administration;
- Develop and follow processes to ensure that contracts are managed efficiently, consistently, and in compliance with PG&E's commitments under the contracts and its regulatory obligations;
- Track and use contract information to support strategic decision making, and internal and external reporting;
- And support regulatory efforts at the California Public Utilities Commission (CPUC) and Federal Energy Regulatory Commission (FERC).

Qualifications

Minimum Qualifications:

- Requires a Bachelor's degree in Business, Finance, Economics, Engineering, or an equivalent combination of education and experience;
- Demonstrates intermediate level proficiency with MS Office Suite (Outlook, Excel, Word, PowerPoint), which may be tested during interview;
- Demonstrated experience using MS Access;
- Demonstrated ability to understand and analyze complex documents, ability to formulate logical approaches and make effective recommendations to address complex issues, which may be tested during interview;
- Excellent oral and written communication skills; ability to clearly and concisely express information to wide range of persons including non-technical associates, junior staff, peers and Executive Management (writing samples may be required);
- General knowledge of commercial and contract terms; and
- Familiarity with gas or electric energy markets and regulatory environment.

Desired Qualifications:

- Relevant experience working with energy contracts.
- Utility industry or regulatory experience.
- Familiarity with generation project development, including financing, permitting, transmission, interconnection, and various regulatory and reporting systems and agencies.



- Able to manage competing priorities and frequent interruptions while maintaining close attention to detail, accuracy and timeliness;
- Ability to perform at a high level in a matrixed organization, working in inter-departmental teams to achieve objectives.

Responsibilities

The Associate Contract Management Analyst will be responsible for managing a portfolio of contracts for energy and capacity from conventional and energy storage facilities. Responsibilities will include:

1. Assist with the review and management of power contracts and related documents, identifying critical information or patterns. Examples of such work may include: reviewing and providing feedback on contracts or amendments prior to execution; producing detailed summaries of the terms of contracts; identifying and resolving potential contractual issues and solutions; investigating contracts questions/issues raised by clients; performing numerical analyses of power contracts, such as forecasting generation and cost; and using and updating contract information systems as contract information changes.
2. Interact with and support clients, including personnel in other parts of PG&E who deal with power contracts, as well as contract counterparties. Examples of such work may include: responding to client inquiries regarding contract specifics; working with settlements, credit, scheduling and interconnection services as projects approach their online date; providing notification and information about changes in contracts and contract operations to affected stakeholders; and researching contract terms or industry laws, regulations, rules and practices as they relate to energy contracts.
3. Monitor compliance with contract requirements, and report on contract information, development status, and performance to internal parties at PG&E, and regulatory agencies such as the California Public Utilities Commission (CPUC), the California Independent System Operator (CAISO) and California Energy Commission.
4. Provide input to and/or monitor regulatory proceedings at the Federal Energy Regulatory Commission and the CPUC, as necessary, including the CPUC proceeding where PG&E's power contracts' contract administration is reviewed for compliance (the Energy Resource Recovery Account (ERRA) Compliance Review) and other proceedings as they affect contract administration. In addition, ensure that power contracts comply with regulatory and legal requirements.
5. Provide back-up support for other members of the Contract Management team to ensure smooth operation of team. Perform other duties that may be assigned from time to time.
6. Constantly look for ways to improve contract management process, tools, systems, and reporting.
7. Demonstrate Critical Thinking and Accountability to ensure that necessary steps are taken to address and resolve issues.



Employment Type: Management

Schedule: Full-time

Work Location: GENERAL OFFICE COMPLEX - 245 MARKET

City: San Francisco

Zip Code: 94105