

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Associate HEPU Engineer		DWR POSITION NUMBER 2831-3675-010	SAP POSITION NUMBER 50001494	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-POM/Reconciliation Unit	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	<input checked="" type="checkbox"/> Rank and File BU: R09	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Mark Thompson	SUPERVISOR'S CLASSIFICATION Senior HEP Utility Engineer (Supv)	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 4/30/26	
<i>Percent of Time</i>	<i>Activity</i>			
30%	<p>POSITION SUMMARY: Under the general direction of the Reconciliation Unit manager, the Associate HEP Utility Engineer is responsible for the following: 1) Weekly processing of the California Independent System Operator (CAISO), the highest priority invoice due to short payment windows; 2) Monitoring and reviewing all Renewable Energy Certificates (REC) that are accepted by the Department using the Western Renewable Energy Generation Information System (WREGIS) website; 3) Tracking of all the State Water Project (SWP) energy costs and revenues for use in the annual Bulletin-132 reporting; 4) Tracking monthly SWP costs and revenues for reporting to the Division of Fiscal Services (Fiscal), upper management and State Water Project Analysis Office (SWPAO); 5) Developing and updating Desk Level Procedures (DLP) for all related invoicing tasks; 6) Developing a Power Marketing Budget by reviewing annual snow surveys, State Water Contractor (SWC) water allocation percentage, new power or transmission agreements, increases in CAISO transmission rates, and ending of any existing power related contracts.</p> <p>ESSENTIAL FUNCTIONS: This position requires the incumbent to work cooperatively with others; maintain regular, consistent, and predictable attendance; can make quick and reliable decisions when needed; and exercise sound judgment while considering what is in the best interest of the SWP.</p> <p>Continuously monitor all weekly settlement related processes needed for the CAISO weekly invoicing, including the Power Costs Inc. (PCI) system invoice downloads, CSV creation, proper FTP, Fiscal processing into SAP, and wire payment initiation by the State Controller Office (SCO). Be aware of the urgency of CAISO payment timelines and know when to initiate the Department's line-of-credit in the event the Fiscal is unable to make a timely payment. Ensure thorough validation of all Energy, Capacity, and RA contract related invoices by validating the underlying source data, which may include validation of data can include but is not limited to MRI-S, WREGIS, E-Tags, OASIS, PCI or CMRI. Monitor all third-party billings issued by the CAISO (WECC, TFR, or Reliability Coordinator charges) and adhere to the stated invoice due dates. Participate in the Power</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Mark Thompson		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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<i>Percent of Time</i>	<i>Activity</i>		
25%	<p>Operations Management (POM) meetings related to the development of contract language that pertains to new contract Settlement calculations.</p> <p>Monitor all Renewable Energy Credits (REC) related transactions by viewing the REC dashboard daily. Review all current REC deals and their invoice schedules. Be familiar with all REC related deals, energy amounts, price per REC, and any special invoicing agreements. Complete and update the REC dashboards as needed. Confirm contact information is available for all REC deals. Review monthly REC reports from WREGIS and confirm their accuracy.</p>		
20%	<p>Provide power related data input for Bulletin-132 chapters (9.3 & 9.4) while coordinating our data with the SWPAO. Provide annual Power Settlement reporting to the Enterprise Branch and monitor notifications of internal and external audit requests by NCPA, Ernst & Young, and other auditing entities.</p>		
15%	<p>Track and record all energy related costs and revenues of the SWP, including, but not limited to the following: SWP pumping/generating plants, Pine Flat, Lodi Energy Center, Inter SC-Trades (IST), Tie Schedules, CAISO energy and transmission related costs, PG&E and SCE. Create and distribute monthly reports of SWP energy related costs and revenues to Fiscal, SWPAO, Power Operations Management (POM) and auditors.</p>		
5%	<p>Develop a comprehensive understanding of the required invoice processes for all invoice processing activities. Create Desk Level Procedures (DLP) for all weekly and monthly invoice processing activities. Annually Review and update all business related DLPs. Incorporate any new business processes into the new or updated DLPs.</p>		
5%	<p>Develop the annual Power Marketing Program (20.30.190) budget based on Fund Center funding managed by the POM. Budget development requires reviewing and considering three to five years of historical power related costs, annual snow surveys and related SWC allocation percentage determinations. Additionally, it involves accounting for new power or transmission agreements, increases in CAISO transmission rates, and ending any power related contracts.</p>		
	<p>SPECIAL REQUIREMENTS</p> <p>Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. Employee is required to successfully complete all safety training related to the functions of the job.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p>		

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<i>Percent of Time</i>	<i>Activity</i>			
	<p>Under the provisions of the North American Electric Reliability Corporation Critical Infrastructure Protection Standard CIP-004 as part of the Energy Policy of 2005, this position has authorized cyber-access to or un-escorted physical access around critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter.</p> <p>OTHER RESPONSIBILITES This position provides necessary support to the Divisions of Flood Operations, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as California Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>			