



RISK CONTROLS PROJECT MANAGER

SALARY RANGE: \$121,933 - \$174,687

SUMMARY DESCRIPTION

The Risk Controls Project Manager ("Project Manager") works under the direction of the Senior Risk Manager and the Chief Financial Officer ("CFO")

The Project Manager will be responsible for various tasks in risk management as well as Energy Trading and Risk Management (ETRM) software implementation, and ongoing systems administration. This position works closely with other members of the Finance and Administration department as well as the Power Resources department's respective front and back offices.

SUPERVISION RECEIVED AND EXERCISED

The Project Manager reports to the Senior Risk Manager and has matrix reporting responsibility to the Senior Manager of Power Operations to support ETRM implementation. The position does not include supervisory and/or team leader responsibilities but may supervise outside consultants / contractors as needed.

ESSENTIAL FUNCTIONS

Project Manage Phased Implementation of Energy Trading and Risk Management Solutions (ETRM)

- Work with Front, Middle and Back Office to implement energy trading and risk management solutions with first phase focused on deal capture and settlements system.
- Define project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility
- Determine and define clear deliverables, roles, and responsibilities for key staff members
- Develop project plans, goals, and budgets; Use project management tools to track project performance and schedule
- Assemble and coordinate project team members; assign individual responsibilities; Ensure resource availability; Communicate proactively with key staff
- Coordinate internal resources and third parties/vendors
- Develop detailed business requirements documents.

- Deliver projects on schedule and within budget; Monitor project progress and make necessary changes
- Develop test plans, ensure testing strategy adequately tests all relevant applications and implement test plans and validate results.
- Establish and implement training processes and strategies
- Create and maintain comprehensive project documentation and user guides

ETRM System Ongoing Maintenance and Enhancement

- Provide system administration support including monitoring and maintaining appropriate system access and maximizing system capabilities to minimize manual work, create efficiencies and reduce risk
- Work directly with business SMEs to identify and solve business issues and problems through the application of technology-based solutions.
- Develop technical roadmap and phased implementation of future phases including areas covering portfolio management, risk measurement and monitoring, finance management and accounting and load forecasting and analysis
- Implement risk tools that enable monitoring of market risk of portfolio. Maintain data quality and model governance infrastructure to ensure that risk system data are accurate, and models are appropriately controlled
- Work closely with internal and external resources to evaluate new systems and changes to existing applications.
- Develop and maintain documented models of business processes and supporting systems.

Risk Control Functions

- Maintain solid understanding of requirements associated with company policies, internal controls, and applicable regulatory standards, as well as risk management best practices.
- Monitor and report on front office's compliance with risk policies and procedures
- Monitor trader's compliance with respect to risk policies and limits.
- Develop and track business metrics.
- Provide ad hoc analyses as required and perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Enterprise Trading and Risk Management (ETRM) software implementation and maintenance
- Computer applications, including advanced proficiency with spreadsheet, database, word processing and presentation software.
- Basic programming skills (i.e., Python, Matlab, SQL, VBA)
- Options Pricing and Risk Models
- Community Choice Aggregation (CCA) programs and the services SVCE offers.
- The interaction between CCAs and investor-owned utilities.
- Diverse communities and customer types in the SVCE service area.

Ability to:

- Lead ETRM system phased implementation, maintenance, and risk control operational activities.
- Take initiative in identifying opportunities to improve existing policies and create new ones
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced, dynamic environment.
- Take responsibility and work independently, as well as collaborate across groups to solve problems.
- Establish and maintain effective working relationships with supervisors, co-workers, customers, local community groups and organizations and SVCE Board members.
- Exercise sound judgment in applying appropriate policies and procedures.
- Demonstrate creative problem solving and commercial awareness.
- Communicate effectively both verbally (by phone and in-person) and in written form, explaining complex issues clearly and concisely
- Represent SVCE in an effective, strategic, and beneficial way to internal and external stakeholders
- Be self-motivated with a strong drive to resolve issues quickly and effectively.
- Work accurately and swiftly under pressure.
- Demonstrate patience, tact and courtesy.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

EDUCATION: Bachelor's Degree in mathematical and computational finance, economics, actuarial science, engineering, business, or a closely related discipline; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. A Master's Degree in one of those fields can substitute for up to one year of the required experience.

EXPERIENCE: A minimum of five (5) years' experience with wholesale energy trading and retail power markets at an electric utility, independent power producer, or other entity within the energy sector, or in a closely related field.

LICENSE: Possession of a valid Class C California driver's license and a satisfactory driving record are required to use company vehicles.

PHYSICAL AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT: Work is performed in a typical office setting with exposure to computer screens and at public events (fairs, meeting rooms, farmers' markets, etc.) with moderate noise and will require some evening and weekend work. The noise level in the work environment is usually typical of an office environment and public events.

PHYSICAL: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; reach with hands and arms. Employees are occasionally required to walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to 20 pounds. Employees must be able to communicate in person, in writing, and by telephone with Board members, management, co-workers, vendors, consultants, and with the public in face-to-face, one-on-one, and group settings.

VISION: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

HEARING: Hear in the normal audio range with or without correction.

-----SVCE IS AN EQUAL OPPORTUNITY EMPLOYER-----