

I. Classification
(Ordn, Section 1.A - Power Marketing Comp. Program Description)

A. Job Description

- A draft Power Marketer classification specification (see attachment A) was modified 1/1/2017.
- Classification/Compensation recommends that the Seattle Department of Human Resources Director adopt these descriptions as the classification specifications for these bodies of work.

II. Compensation
(Ordn, Section 1.A – Power Marketing Comp. Program Description)

A. Base Pay

B. Recommending one broadband with base pay set by criteria established by City Light. All positions must be paid at least the minimum of the salary band.

- The Salary Placement Authorization Form (SPAF) will be used to determine individual base pay (see attachment B)
 - Learning Curve/Level of Contribution
 - Job Size/Body of Work
 - External Market Data/Recruitment/Retention Recruiting Issues
 - Internal Equity/Alignment

B. Eligibility for Overtime

- Employees covered by the Fair Labor Standards Act must receive overtime pay for hours worked in a week in excess of 40 at a rate not less than time and one half their regular rate of pay.
- Regular rate of pay includes base pay plus any bonus received, commissions paid or standby pay received.

Exempt/Non-Exempt Status

- Exemption from FLSA overtime pay requirements depends on the incumbents' duties, responsibilities, and salary paid. There are four exemption tests that the positions must be evaluated by the Executive, Administrative, Professional, and Outside Sales Test.
- Based on a 2019 review and analysis completed by Compensation/Classification and the City Attorney's Office, it is SDHR's opinion that these positions meet the criteria for FLSA exempt status, not subject to overtime payment for hours worked in excess of 40 hours per week.
- Power Marketers shall be salaried employees and therefore eligible for executive and merit leaves, as well as other working conditions granted to salaried City employees.

C. Eligibility for Cost-of-Living Adjustment (COLA)

- These positions will not receive a COLA. The salary structure will be adjusted by a market survey done at a minimum of every two years and more frequently if needed.
- Once base pay is set, individual base pay adjustments shall be left up to the manager's discretion.

D. Exempt from Civil Service

- SMC 4.13 states that positions of City employment requiring a particularly high degree of professional responsiveness and individual accountability or requiring a confidential or fiduciary relationship with the appointing authority, or being judicial positions requiring insulation as a third branch of government are declared to be exempt.

- The Power Marketing positions will be exempt from the Civil Service system due to a particularly high degree of professional responsiveness, individual accountability and fiduciary responsibility.

III. Team Rewards
(Ordn, Section 4.A – Establishing Sales Revenue Reward Plan)

A. Sales Revenue Reward Plan

- Reward proposed by City Light to be up to 10% of individual base pay based on sales revenue generated by the Power Marketing Team. The full 10% sales reward will only be awarded if the net marketing revenue minus incremental cost of the marketing group exceed the net planned annual incremental revenue, or as later modified by Deputy Superintendent of the Power Management Branch and the Superintendent of Seattle City Light. Less than 10% sales revenue reward will be awarded for lesser net power marketing revenue. This reward will be applied as a percentage of the individual base pay, and will be awarded once a year, at the end of each calendar year.

B. Power Marketer Discretionary Base Pay Adjustment for Performance

- Upon full legislation of this plan summary and expiring December 31, 2020, the Power Marketing Team will be eligible for a one-time base wage increase. This base wage increase will be up to a 4% one-time increase in recognition of improvements to key performance metric results (utility, divisional, and team performance). This reward will be applied to the base wage of each employee of the Power Marketing Team to be paid no later than March 31st, 2020. Development of performance metrics criterion will be concurrent with the legislation of this Plan Summary. No employee shall receive an adjustment of base wage that would cause his or her salary to go above the top of their respective pay band. Employees in the Power Marketing Team whose performance (individual) was not satisfactory during the salary year 2019, cannot receive a base wage adjustment under this Summary.



Pwr Marketer

Class Code:
09450

Bargaining Unit: Power Marketer Program

CITY OF SEATTLE
Established Date: Oct 22, 1998

SALARY RANGE

\$46.72 - \$81.29 Hourly

DESCRIPTION:

Class Summary:

Positions in this class buy and sell short- and long-term excess hydroelectric power generation capacity, energy, and transmission paths in wholesale markets on a forward, day-ahead and real-time basis and lead staff engaged in these activities. Power Marketers perform risk management, including financial analysis of market transactions, effectiveness of overall strategies, and cost-benefit analysis of alternatives and provide operational oversight.

Distinguishing Characteristics of the Class:

The primary objective for this stand-alone class is to generate revenue and maximize resource and transmission capability without compromising system reliability or safety while meeting environmental considerations. This class is distinguished by its performance of market/trend forecasting and analysis, developing marketing strategies and techniques, and performing effective alternative assessments, leadership and guidance over other Power Marketer staff, and broader accountability for power marketing operations. Power Marketers contribute to the Utility's efforts to maximize the utilization of, and return on, generating assets.

Positions in this classification work under limited supervision and are assigned specific tasks to achieve the goals of the program.

EXAMPLES OF DUTIES:

- Lead and coach other power marketing staff and suggest employee development and training opportunities to management.
- Effectively coordinate a variety of power marketing and operational activities.
- Provide human resource support including maintaining the privacy of confidential personal information.
- Manage the operation of a bulk power supply system by optimizing the resource mix, including utility owned generation, power supply contracts and regional wholesale purchases to ensure that power supply obligations are met.
- Meet customer energy demands using a combination of long and short-term contracts. Market the Utility's excess electric power generation capacity and/or transmission paths regionally and nationally.
- Capitalize on market opportunities for buy-resell, hedging, third-party transmission sales and other energy related transactions.
- Seek out, identify and create innovative transactions which maximize economic benefits from market fluctuations and off-system power sales and purchase opportunities, products and services that City Light can supply with competitive advantage.
- Utilize sound analytical, statistical and mathematical techniques to determine expected opportunity costs and risks associated with supplying products and services.
- Conduct research, formulate and negotiate cost-effective and financially beneficial contracts for the purchase and/or sales of electric resources and services.
- Analyze strategies and evaluate effectiveness; identify opportunities to increase value and communicate strategies with the trading teams.
- Determine availability and profitability of ancillary services and combine utility-owned products with off-system purchases.
- Reserve transmission capacity for power supply energy and ancillary service obligations and schedule deliveries with local and regional transmission providers.
- Develop next-day and other short-term energy schedules to economically and effectively balance power resource availability and load demands to assure uninterrupted provision of power to customers.
- Develop forecasting models for load generation and transmission, regional economic dispatch, ancillary services and resource pricing.
- Conduct risk management activities, including cost-benefit analysis of transactions; review, analyze, and report results of market operations.

- Present and communicate information in a manner that is tailored to the audience and provides a clear path for decision making.

MINIMUM QUALIFICATIONS:

Requires a minimum of three years of experience in wholesale energy marketing or operations, resource planning and/or risk management and a bachelor's degree in business administration, mathematics, finance, economics, engineering, or related field (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work of the class.)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is performed in a normal work/office environment.

LICENSE, CERTIFICATION AND OTHER REQUIREMENTS:

None

COMMENTS:

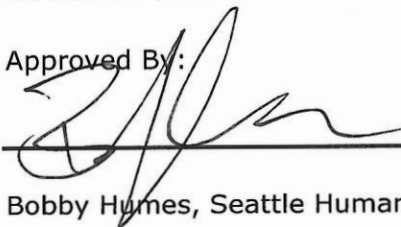
Class history: Created 10/22/98. Modified 01/01/17.

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

SALARY EFFECTIVE DATE:

01/01/2019 (2019 rate)

Approved By:



Bobby Humes, Seattle Human Resources Director

5.20.19

Date

SALARY PLACEMENT AUTHORIZATION FORM (SPAF) GUIDE

GENERAL INSTRUCTIONS

The Salary Placement Authorization Form (SPAF) is the authorizing document to support base pay decisions for employees in the APEX (officer/director), SA/M (strategic advisor/manager), ITP (information technology professional), and Power Marketing programs. The SPAF is to be utilized when:

- Establishing base pay for new employees
- Increasing base pay for existing employees, when the amount of the increase exceeds the approved Annual Wage Increase (AWI) or designated City market adjustments

The specific considerations for setting or changing base pay are:

1. **Learning Curve/Level of Contribution:** The employee's ability to contribute is affected or has expanded based on the employee's applicable experience in the position and their ability to demonstrate skills acquired while in the position.
 - a. Learning Curve will most often be applied to employees who are new in the position and may be used to explain initial base salaries that are below those of comparable employees.
 - b. Level of Contribution generally applies to modifications to the base pay of existing employees and their expanded ability to contribute.
2. **Job Size/Body of Work:** The position has expanded in scope or responsibilities, and a position reclassification review is not warranted.
3. **External Market Data/Recruitment/Retention:** The appropriate pay for a particular position warrants modification as a result of salary survey or other reliable market data.
4. **Internal Equity/Alignment:** The appropriate pay for a particular position warrants modification based on a comparison of other positions within the department and/or City that require similar skills and have comparable levels of scope and responsibility.

Consistent with our City's RSJI and workforce equity principles, when setting base pay or making base pay adjustments, it is important as a general practice that departments calibrate wage adjustments among eligible employees to avoid any unintended or inequitable impact caused by the exercise of this discretionary authority.

GUIDELINES FOR COMPLETING THE SPAF:

- For base pay setting, please include the incumbent's position number and refer to:
 - The position's current Position Description Questionnaire (PDQ) for Strategic Advisor, Manager, Information Technology Professional, Power Marketer positions, or the Job Summary Questionnaire (JSQ) for APEX positions
 - The most recent Classification Determination Report published by the Seattle Department of Human Resources' Compensation/Classification Unit
 - The Discretionary Pay Plan Salary Administration Guide, which is found at: http://personnelweb/Content/Inweb/compensation/pubs/itp_basepaysetguide.doc
- In the shaded block, enter the incumbent's current hourly rate or the minimum of the Pay Zone if vacant. If the position is currently vacant, enter the word VACANT on the Incumbent's name line.
- The SPAF is in an editable form and boxes will expand. Please include enough information in the SPAF to support the base pay decision being made.
- Once completed, prior to implementation, the SPAF for each position with supporting documentation is to be forwarded to the Appointing Authority for review and approval.
- Any increases to base pay in excess of AWI or designated market adjustments must be supported by existing funds in the department's budget, and such increases will not automatically be included in the baseline budget process.
- Departments are required to establish recordkeeping and tracking methods that sufficiently document the pay placement decisions related to the administration of APEX, SA/M, ITP, and Power Marketing program participants, to include utilization of the SPAF.
- In furtherance of collecting citywide data to support our workforce equity goals, copies of all completed SPAFs should be forwarded within 30 days of approval to the Seattle Department of Human Resources Compensation and Classification Unit at: SHR_Class_Comp_PDQ@seattle.gov

SALARY PLACEMENT AUTHORIZATION FORM (SPAF)

Position Information			
Program:		Zone Placement:	
<input type="checkbox"/> APEX		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
<input type="checkbox"/> Strategic Advisor		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
<input type="checkbox"/> Manager		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
<input type="checkbox"/> ITP		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
<input type="checkbox"/> Power Marketing			
Classification Title:			
Incumbent Name:		Job Code:	
Position No.:		Employee ID#:	
Dept. & Div.:		Current hourly rate or minimum of pay zone:	\$
Reason for Submitting SPAF			
<input type="checkbox"/> New Hire Employee		<input type="checkbox"/> Existing Employee	
(Pick at least one)			
<input type="checkbox"/> Learning Curve/Level of Contribution		<input type="checkbox"/> Job Size/Body of Work	
<input type="checkbox"/> External Market Data/Recruitment/Retention		<input type="checkbox"/> Internal Equity/Alignment	
Salary Information			
All Submittals		Existing Employees Only	
Position salary range (hourly):		Current salary rate:	
Salary range midpoint (hourly):		Date of last salary increase:	

ESTABLISHING BASE PAY

- Choose at least one of the options below to support this salary request
- Some factors are more appropriate for either New Hire Employees or Existing Employees
- If one or more of these reasons apply to the base pay recommendation, please consider them together when making the final pay recommendation
- Attach documentation to support the recommendations as appropriate

FACTORS

Learning Curve/Level of Contribution (New and Existing Employees)					
Total recommended adjustment due to Learning Curve (New Employees) or expanded Level of Contribution (Existing Employees)			%	\$	
Comments:					
Change in Job Size/Body of Work (Existing Employees)					
Total recommended adjustment due to expanded Job Scope or responsibilities			%	\$	
Comments:					
Market Comparisons (New and Existing Employees)					
Position Job Title:					
Job title matched in market		Source, Document, & Date		Estimated Market Rate	\$
Job title matched in market		Source, Document, & Date		Estimated Market Rate	\$

Recruitment/Retention (New and Existing Employees)				
Hourly rate for similar job in applicable labor market during the past 12 months or				\$
Documented offer (attach copy of offer)				\$
Internal Equity/Alignment – City/Department (New and Existing Employees)				
DEPT	Position #	Title	Incumbent	Hourly Rate
				\$
				\$
				\$
Hourly rate for job(s) with historical pay relationship				\$

RECOMMENDATION

Final Recommendation for Base Pay (Hourly Rate)	\$	Increase (if change in base pay):	%
Comments:			
Effective Date Requested			
Click or tap to enter a date.			
Reason:			
Prepared by:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.

APPROVAL

Division Director Recommending:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
HR Reviewer:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
Appointing Authority (or designee) approval:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.