



CITY OF SANTA CLARA, CALIFORNIA

Assistant Director – Business Services Silicon Valley Power



THE COMMUNITY

The City of Santa Clara (pop. 129,604) lies at the center of the Silicon Valley just 45 miles south of San Francisco. Incorporated in 1852, it is a city rich with history. The eighth of 21 California missions is located on the grounds of Santa Clara University, the oldest institution of higher learning in California.

The community is characterized by a small-town feel, while continuing to support high-tech businesses and a prosperous industry. With a strong high-tech presence in the area, many of the world's largest technology corporations are based in Santa Clara resulting in a population that nearly doubles during the day. Intel, Applied Materials, Agilent Technologies, Marvell and NVIDIA are just a few of the companies that have established their headquarters in Santa Clara. The City of Santa Clara also has three advanced education institutions: Santa Clara University, Mission College, and University of California, Davis extension. Westfield Valley Fair shopping mall is co-located in Santa Clara and distinguished as the Silicon Valley's premier shopping mall, which is also one of the largest malls in the United States and has one of the highest sales volumes in California.

The City of Santa Clara enjoys over 300 days of sunshine annually and beautiful tree-lined streets offer residents a wide array of pleasant neighborhoods. Residents have access to an abundance of cultural and recreational opportunities, including California's Great America theme park, Triton Museum, theater productions, and a summer concert series. Santa Clara amenities also include Levi's® Stadium, the home of the 49ers National Football team, a Convention Center, numerous community and recreation centers, an International Swim Center, retail shopping, restaurants, and medical facilities. All this coupled with award-winning schools, strong small businesses, and a low crime rate help make Santa Clara a very attractive place to live and work. Overall, residents feel very positive about the quality of life in Santa Clara – according to statistically valid surveys conducted in 2018, 90% rated the City a good or excellent place to live.

Like many cities in the Silicon Valley, Santa Clara is experiencing an unprecedented level of development. City Place, a 240-acre complex of mixed-use development across from Levi's® Stadium, is being developed by Related California/Related Companies and is the largest development project west of Manhattan. The largest project in the history of the Silicon Valley, City Place will consist of five parcels which will be developed in

phases. Currently, this development is in pre-construction phase and will transition to construction within a year. For more information, visit: <http://bit.ly/2Gv5LjW>.

CITY GOVERNMENT

Santa Clara is a full-service Charter City operating under a Council-Manager form of government. The City Council consists of a Mayor, elected citywide, and six Council Members serving four-year terms. The Police Chief and City Clerk are also elected at-large.

The City Manager, City Attorney, and City Auditor are appointed by the City Council. The City Manager is the Chief Executive Officer for the City, Silicon Valley Power, Stadium Authority and the appointing authority of employees. The City's total workforce is 1,131.75 FTEs and the 2019-20 fiscal year budget is \$955 million with \$132.4 million in Capital Improvement Projects. In addition to the general municipal services conventionally provided by a local government, Santa Clara operates three additional lines of public service, either through a DBA or separate public entity: (1) Silicon Valley Power, a publicly owned electric utility; (2) Santa Clara Stadium Authority, the public agency charged with oversight of the Levi's Stadium; and, (3) Santa Clara Convention Center, a city-owned facility operated by a third party management agreement with tourism attraction services supported by a Tourism Improvement District. Combined, the annual operating fiscal portfolio for these services are over \$1.3 billion. Detailed information on the City of Santa Clara can be found at: <http://santaclaraca.gov/>.

Santa Clara Mission Statement

The Mission of the City of Santa Clara is to promote a living and working environment that allows for the best quality of life by serving the community with resourceful, efficient, progressive, and professional leadership.

LEADERSHIP & CULTURE





Deanna Santana began her tenure as Santa Clara's City Manager in November 2017. Nationally recognized as a progressive leader in the profession, the Council was attracted to her leadership track record as a reformer and turnaround specialist with unique expertise in city management, Silicon Valley development, and professional sports team relations. Prior to arriving in Santa Clara, she served as City Manager in Sunnyvale and Oakland following her local government executive-level career in the San José's City Manager's Office. Deanna is known for being an inspiring visionary, results-oriented leader and empowering manager who holds organizations and people to high standards. In addition, she has a consistent history of attracting some of the best and brightest talent from both public and private sectors, with a strong focus on succession planning and mentorship.

THE DEPARTMENT

Silicon Valley Power (SVP) has an approved staffing of 197 people and provides electric service to over 55,000 customers across its 18.4-square-mile service territory. SVP owns and operates 68 miles of transmission and over 538 miles of distribution facilities with a system load factor of 80.1%. SVP set a new system peak in June 2019 at 587 MW and in 2018 had 3,566 GWhr of energy sales.

At the end of Fiscal Year (FY) 2018/2019, SVP had \$559.6 million, net of depreciation, invested in capital assets, with a significant amount in power generation facilities and the remainder in transmission and distribution assets. The FY 2019/2020 operating budget for SVP is \$513,072,053.

Under its Renewable Portfolio Standard (RPS), SVP supports a broad range of energy conservation, energy efficiency, electric technology, low income, and renewable generation programs. SVP already exceeds receiving 30% of its power from renewable sources and is on track to meet the state-wide RPS goals for 2030. While SVP exceeds this goal, its RPS requires the utility to continue its support of a broad range of programs to encourage wise use of energy resources, especially renewable energy generation and innovative storage solutions.

In 1980, SVP became a generating utility for the first time in 73 years with the start of operations of the 7 MW Cogeneration Plant. In 1983, the 110 MW NCPA Geothermal Project entered service with SVP as lead partner holding a 55% participation share. Subsequently, SVP participated in further jointly owned power generation projects including hydro-electric,

natural gas and wind generation facilities. SVP also has Power Purchase Agreements for hydro-electric, wind and solar resources. In 2005, SVP placed the 147 MW Don Von Raesfeld Power Plant (DVR) into service. DVR is comprised of two GE LM6000s, plus a Mitsubishi Steam Turbine.

In December 2016, SVP employees hit a 1,000-day milestone of no lost-time accidents or injuries. <http://www.siliconvalleypower.com/>

THE POSITION AND IDEAL CANDIDATE

The Assistant Director over Business Services is an integral part of a team of Assistant Directors who are responsible for managing SVP operations. This particular position will be responsible for activities including financial administration and budget development (including capital projects and operating budgets), business process refinement/development, contract administration and related procurement practices, recruiting and hiring processes and development of a department wide training program for each job classification. This position will manage accounts payable and administration staff. The position will provide oversight of regulatory, safety, and health compliance requirement practices, along with financial and operational risk analysis.

For a full job description, visit: <https://executivesearch.cpshr.us/flyer?file=JobDescriptionAsstDirectorElectricUtility.pdf>

The ideal candidate will be a proven professional who enjoys working in an environment of growth and expansion. Individuals should enjoy contributing to a collaborative culture and influencing progress. Strong candidates will possess a strategic orientation and exceptional relationship building skills. The ideal candidate should also:

- Have experience with utility processes and practices, either with an investor owned or municipal electric utility.
- Anticipate challenges and opportunities on the horizon with the expectation to keep senior leaders connected to and abreast of important issues concerning operations and resources.
- Possess skill and interest in business management and leading a highly intelligent team while holding staff accountable through training and development.
- Operate with a holistic mindset to advance sustainability initiatives and meet aggressive environmental goals.
- Be adept at formalizing procedures and improving practices in the areas of budgeting, finance, and procurement.





Education and Experience

Education and experience requirements for the new Assistant Director include:

- A Bachelor's degree in business administration, engineering, or a related field, and eight years of increasingly responsible experience in engineering, contract administration, financial analysis, or business administration.
- At least three of these years should consist of management experience with an electric utility that included work in contract/procurement management, budgeting preparation and tracking, employee recruitment, business planning and process development.
- Desirable qualifications include an advanced degree in financial management, business or public administration, or engineering (which may be substituted for two years of experience) and additional experience in contract negotiation and administration, economic utilization of resources, and asset evaluation and management. Experience with the management of staff involved in the full range of business operations of a large electrical utility including strategic planning, public relations, customer service program development, operations and maintenance of utility infrastructure, familiarity with wholesale and retail energy contracting, employee training development and economic forecasting is also desirable. Compliance related experience with North American Electric Reliability Corporation (NERC) and Environmental, Health and Safety (EH&S) related issues or customer service and program delivery is desirable as well.

COMPENSATION AND BENEFITS

The salary range for this position is **\$225,900.00 - \$292,344.00** per year. The City provides a competitive benefits package, including:

- **Retirement** – PERS 2.7% at 55, single highest year, for "Classic" CalPERS members. (Employees who have never been a member of CalPERS or a reciprocal agency or who have had a break in service of 6 months or more from a CalPERS/reciprocal agency will have 2.0% at 62, highest three-year average final compensation in accordance with PEPPA legislation).
- **Health Insurance** – Choice of health insurance plans provided through CalPERS health, with a health allocation of up to \$970.02 per month, based upon plan enrollment. Employee pays for additional premiums above the health allocation.

- **Medicare (FICA)** – Employee pays 1.45% (Medicare) of gross pay up to \$200,000 in base wages. For wages paid in excess of \$200,000 a calendar year, employee pays 0.9% additional Medicare tax for 2019.
- **Dental and Vision Insurance** – City pays employee-only lowest cost plan.
- **Personal Time** – Vacation is accrued initially at the rate of two weeks per year with amounts increasing up to four weeks after 15 years of service. Management Leave of 120 hours is granted per calendar year. If hired after July 1st, 60 hours is granted in the first year. Sick Leave is accrued at the rate of approximately 8 hours per month.
- **Holidays** – The City observes thirteen (13) paid holidays annually.
- **Deferred Compensation** – The City offers an optional 457 Plan.
- **Voluntary Employee Beneficiary Association (VEBA)** – City contributes \$50 per month toward employee's account.
- **Life Insurance** – City pays for \$50,000 of Basic Life Insurance coverage.
- **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.
- **Vehicle Allowance** – The City provides a vehicle allowance of \$200 per month.
- **Cell Phone/Smart Phone Stipend** – \$80 per month in lieu of carrying a City-issued cell phone.

For more information on employee benefits, visit the City's benefits Website: <http://santaclaraca.gov/Home/ShowDocument?id=63989>

APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this opportunity, please submit cover letter, resume, and a list of six professional references by **Monday, December 9, 2019** using this link: <https://secure.cpsshr.us/escandidate/JobDetail?ID=585>



Josh Jones
CPS HR CONSULTING
916-471-3301
jjones@cpsshr.us
www.cpsshr.us/search

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to possess the most relevant qualifications will be invited to participate in an interview with the consultant and then the most qualified candidates will be invited to participate in a selection process that will occur in Santa Clara. An appointment will be made following the completion of in-depth reference and background checks to be coordinated with the successful candidate.