



651 Commerce Drive  
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# Executive Committee Agenda

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**Date:** January 18, 2024  
**Subject:** NCPA Executive Committee Meeting  
**Location:** The Kimpton Sawyer Hotel, 500 J Street, Sacramento, CA  
**Time:** 7:30 am

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The Committee may take action on any of the items listed on this Agenda regardless of whether the matter appears as a Discussion/Action Item or a Report or an Information Item. When this Agenda is supplemented by Staff Reports, they are available to the public upon request. Pursuant to California Government Code Section 54957.5, the following is the location at which the public can view Agendas and other public writings: NCPA Offices, 651 Commerce Drive, Roseville, California.

Persons requiring accommodation in accordance with the Americans with Disabilities Act in order to attend or participate in this meeting are requested to contact the NCPA Secretary at 916.781.3636 in advance of the meeting to arrange for such accommodations.

## **REVIEW SAFETY PROCEDURES**

1. *Call Meeting to Order and Introductions*
2. *Approve minutes of the November 30, 2023 Regular Executive Committee Meeting, and the December 8, 2023 and December 21, 2023 Special Executive Committee Meeting.*

## **PUBLIC FORUM**

Any member of the public who desires to address the Committee on any item considered by the Committee at this meeting before or during the Committee's consideration of that item shall so advise the Chair and shall thereupon be given an opportunity to do so. Any member of the public who desires to address the Committee on any item within the jurisdiction of the Committee and not listed on the Agenda may do so at this time.

## **OPEN SESSION**

### **INFORMATIONAL ITEMS**

3. ***General Manager Report*** – update and monthly report
4. ***General Counsel Report*** – update and monthly report

## DISCUSSION/ACTION ITEMS

5. **Resolution 24-16, Reclassify Administrative Assistant/Office Administrator III to Executive Assistant to the CFO, AGM II, Administrative Services, Hometown Connections Board Secretary** – adopt resolution by all members authorizing the Agency to reclassify the Administrative Assistant/Office Administrator III to Executive Assistant to the CFO, AGM II, Administrative Services, Hometown Connections Board Secretary.  
**Fiscal Impact:** The total cost of the revised compensation package (salary and benefits) is projected to be \$204,160.62 per year. This change would only impact 5 months of the remaining fiscal year and would result in an increased cost of \$11,696.87. This change will be budgeted appropriately in the coming fiscal years.
6. **NCPA New Member Policy** – staff will lead a discussion on NCPA's New Member Policy.

## NEW BUSINESS

## ADJOURNMENT



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# Committee Minutes

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**To:** NCPA Executive Committee  
**From:** Trisha Zimmer – Assistant Secretary  
**Subject:** November 30, 2023, Executive Committee Meeting Minutes

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1. **Call to Order** – Chair Jerry Serventi called the meeting to order at 8:05 am, at 651 Commerce Drive, Roseville, CA.

Executive Committee Members present were Chair Jerry Serventi, Vice-Chair Jenelle Osborne, Bo Sheppard, Suds Jain, Catalina Sanchez, and Pauline Roccucci. David Hagele was absent. A quorum of the Committee was established. Also in attendance were General Manager Randy Howard, General Counsel Jane Luckhardt, Human Resources Manager Brynna Byrant, and Assistant Secretary Trisha Zimmer.

## **PUBLIC FORUM**

Chair Serventi asked if any members of the public were present who would like to address the Committee on the agenda items. No members of the public were present.

2. **Approval of Minutes** – *Approve minutes of the October 26, 2023, Regular Executive Committee Meeting.*

MOTION: A motion was made by Bo Sheppard, and seconded by Pauline Roccucci to approve the minutes of the October 26, 2023, Regular Executive Committee Meeting. The motion carried unanimously on a roll call vote of those Members present as follows:

	<u>Vote</u>	<u>Abstained</u>	<u>Absent</u>
David Hagele			X
Suds Jain	Y		
Jenelle Osborne	Y		
Pauline Roccucci	Y		
Chair Jerry Serventi	Y		
Catalina Sanchez	Y		
Bo Sheppard	Y		

## **INFORMATIONAL ITEMS**

### **3. *General Manager Report*** – update and monthly report

General Manager Randy Howard reported:

- Will be posting the Executive Assistant position soon. Due to CalPers rules, Trisha Zimmer, who has been serving as the Interim Assistant, must return to her position in Administrative Services.
- Will be developing a new position for an Assistant Board Secretary that can serve as a back up to the Executive Assistant during vacations or other absences.
- Carrie Pollo will be the new Interim Executive Assistant until the vacancy is permanently filled.
- Healdsburg's floating solar project was featured on the cover of NWPPA's most recent bulletin.
- Attended the TAPS Fall meeting recently along with Jane Cirrincione who serves as their Chair.
- Spending quite a bit of time on the Pathways effort. Looking for ways to make Western transmission more efficient.

### **4. *General Counsel Report*** – update and monthly report

General Counsel Jane Luckhardt reported:

- State budget issues are significant. State agencies are being asked to cut budgets. Capital gains revenue are much less than last year.
- Working on getting the Transmission Owner Rate Case Program up and running then turn it over to the Attorneys to cover.
- Received a notice of violation from Energy Commission last year regarding the Geothermal Fire System. Staff has been working to resolve this issue. Scott Tomashefsky has been working with the Energy Commission negotiating the fine/penalty. We will have to pay a penalty, however, the focus is on mitigating that penalty and attempt to have those funds go to something meaningful, not just a penalty fund.
- Similar to the Agency's case, SMUD has filed suit regarding CVPIA.

## **CLOSED SESSION**

### **5. *PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS*** – pursuant to California Government Code Section 54957, two categories: General Manager and General Counsel.

General Manager, Randy Howard and General Counsel, Jane Luckhardt exited the meeting at 8:42am.

HR Manager, Brynna Bryant, joined the meeting at 8:43am.

Chair Serventi took the Committee into Closed Session at 8:43am.

## **OPEN SESSION**

The Committee reconvened to open session at 9:22am.

## **REPORT FROM CLOSED SESSION**

*Closed Session Disclosure:* Committee Chair, Jerry Serventi, reported there was no reportable action taken in Closed Session.

**NEW BUSINESS**

No new business was discussed.

**ADJOURNMENT**

Chair Serventi adjourned the Executive Committee meeting at 9:24am.

Sincerely,

TRISHA ZIMMER  
Assistant Secretary



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# Committee Minutes

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**To:** NCPA Executive Committee  
**From:** Carrie Pollo – Acting Assistant Secretary  
**Subject:** December 8, 2023 Special Executive Committee Meeting Minutes

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1. **Call to Order** – Chair Jerry Serventi called the meeting to order at 10:05 am, at NCPA, 651 Commerce Drive, Roseville, CA.

Executive Committee Member Pauline Roccucci was present at the meeting. Chair Jerry Serventi, Vice Chair Jenelle Osborne, David Hagele, Suds Jain, Bo Sheppard and Catalina Sanchez attended via teleconference. A quorum of the Committee was established. Also in attendance were General Manager Randy Howard and Acting Assistant Secretary Carrie Pollo.

## **PUBLIC FORUM**

Chair Serventi asked if any members of the public were present who would like to address the Committee on the agenda items. No members of the public were present.

## **CLOSED SESSION**

2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – pursuant to California Government Code Section 54957, two (2) categories: General Manager and General Counsel.

Chair Jerry Serventi took the Committee into closed session at 10:08 am.

Carrie Pollo left the meeting at 10:08 am.

Randy Howard left the meeting at 11:05 am.

Jane Luckhardt joined the meeting at 11:06 am.

Jane Luckhardt left the meeting at 12:07 pm.

## **OPEN SESSION**

The Committee reconvened to open session at 12:15 pm.

Carrie Pollo rejoined the meeting at 12:15 pm.

## **REPORT FROM CLOSED SESSION**

*Closed Session Disclosure: Chair Jerry Serventi reported there was no reportable action taken in Closed Session.*

A special meeting will be scheduled during the week of December 18, 2023.

## **ADJOURNMENT**

Chair Serventi adjourned the Special Executive Committee meeting at 12:17 pm.

Sincerely,

CARRIE A POLLO  
Acting Assistant Secretary

DRAFT



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# Minutes

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**Date:** December 22, 2023  
**To:** NCPA Executive Committee  
**From:** Carrie Pollo – Acting Assistant Secretary  
**Subject:** December 21, 2023 Special Executive Committee Meeting Minutes

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1. **Call to Order** – Chair Jerry Serventi called the meeting to order at 2:05 pm, at NCPA's Roseville Office, 651 Commerce Drive, Roseville, California.

Executive Committee Member Pauline Rocucci was present at the meeting. Chair Jerry Serventi, Suds Jain, Bo Sheppard and Catalina Sanchez attended via teleconference. A quorum of the Committee was established. Also, in attendance were General Manager Randy Howard and Acting Assistant Secretary Carrie Pollo.

## **PUBLIC FORUM**

Chair Serventi asked if any members of the public were present who would like to address the Committee on the agenda items. No members of the public were present.

## **CLOSED SESSION**

2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – pursuant to California Government Code Section 54957, one (1) category: General Manager.

Chair Jerry Serventi took the Committee into closed session at 2:06 pm.

Carrie Pollo left the meeting at 2:06 pm.

## **OPEN SESSION**

The Committee reconvened to open session at 4:00 pm.

## **REPORT FROM CLOSED SESSION**

*Closed Session Disclosure: Chair Jerry Serventi reported there was no reportable action taken in Closed Session.*



**ADJOURNMENT**

Chair Serventi adjourned the Special Executive Committee meeting at 4:01 pm.

Sincerely,

CARRIE A POLLO  
Acting Assistant Secretary

DRAFT



# Commission Staff Report

**COMMISSION MEETING DATE:** January 18, 2024

**SUBJECT:** Reclassify Administrative Assistant/Office Administrator III to Executive Assistant to the CFO, AGM II Administrative Services, Hometown Connections Board Secretary

**AGENDA CATEGORY:** Discussion/Action

<b>FROM:</b>	Monty Hanks <i>MH</i>	<b>METHOD OF SELECTION:</b>
	AGM II, CFO Administrative Services	N/A
<b>Division:</b>	Administrative Services	<i>If other, please describe:</i>
<b>Department:</b>	Administrative Services	

<b>IMPACTED MEMBERS:</b>		
<b>All Members</b> <input checked="" type="checkbox"/>	<b>City of Lodi</b> <input type="checkbox"/>	<b>City of Shasta Lake</b> <input type="checkbox"/>
<b>Alameda Municipal Power</b> <input type="checkbox"/>	<b>City of Lompoc</b> <input type="checkbox"/>	<b>City of Ukiah</b> <input type="checkbox"/>
<b>San Francisco Bay Area Rapid Transit</b> <input type="checkbox"/>	<b>City of Palo Alto</b> <input type="checkbox"/>	<b>Plumas-Sierra REC</b> <input type="checkbox"/>
<b>City of Biggs</b> <input type="checkbox"/>	<b>City of Redding</b> <input type="checkbox"/>	<b>Port of Oakland</b> <input type="checkbox"/>
<b>City of Gridley</b> <input type="checkbox"/>	<b>City of Roseville</b> <input type="checkbox"/>	<b>Truckee Donner PUD</b> <input type="checkbox"/>
<b>City of Healdsburg</b> <input type="checkbox"/>	<b>City of Santa Clara</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
<i>If other, please specify</i>		
_____		
_____		

## **RECOMMENDATION:**

Approve Resolution 24-16 authorizing the Agency to reclassify the Administrative Assistant/Office Administrator III to Executive Assistant to the CFO, AGM II, Administrative Services, Hometown Connections Board Secretary.

## **BACKGROUND:**

In accordance with Agency **Policy 402 Compensation**, *Changes in Classification of Existing Positions*: when any change is made within a department which significantly affects the duties and responsibilities of any position, the Manager will report these facts in writing to the Human Resources Manager. The appropriate Assistant General Manager shall approve the request for a study before it is reviewed by the General Manager.

The Human Resources Manager upon direction and approval of the Assistant General Manager, Administrative Services, conducted a study of the Administrative Assistant/Office Administrator III, Administrative Services (Admin. III, AS) classification for NCPA Headquarters (HQ). The primary purpose of the study was to conduct an internal and external job evaluation for this position. Early in the evaluation, it was recognized that there would be a distinct difference between the Admin. III, AS role at HQ and the other Admin. III positions at HQ. This study and recommendation apply only to the Admin. III, AS position at HQ.

The job evaluation methodology developed for this study used internal job evaluation methods. The methodology included (1) a review and analysis of the existing Admin. III job descriptions; (2) Meeting(s) with the Assistant General Manager of Administrative Services and the General Manager to discuss and review the job duties, responsibilities, and minimum qualifications for the Admin. III, AS.

### **Justification for Reclassification**

The Admin. III, AS position will provide additional support to the Agency beyond this classification's general scope of work. If reclassified to Executive Assistant to the CFO, AGM II Administrative Services, this position will provide support to the Executive Assistant to the General Manager, serving as the backup in their absence or due to vacancy, including serving as the NCPA Commission's Assistant Secretary. The added responsibility of performing backup support includes supervising the front desk staff and coordinating front desk coverage. In addition, the position will serve as the Hometown Connections Board Secretary by providing administrative support to the Hometown Connections Board, the General Manager, and the CFO for all Hometown Connections business matters.

The existing and proposed additional duties performed by the Admin. III, AS are critical to the Agency's day-to-day operations. For example, the Executive Assistant to the General Manager position has been under active recruitment for over a year. With one failed recruitment, NCPA has not been able to hire a qualified Executive Assistant to the General Manager. During this extended vacancy, the current Admin. III AS incumbent has been providing critical support to the General Manager in addition to performing the duties of their existing classification. Reclassifying the Admin. III, AS to the Executive Assistant to the CFO/AGM II AS will meet the Agency's operational needs and establish greater resiliency for the General Manager's Executive Assistant position.

## **Comparison of Job Duties, Responsibilities and Minimum Qualifications**

The Administrative Assistant/Office Administrator III, Administrative Services is distinguished from the Administrative Assistant/Office Administrator III, Generation Services, Administrative Assistant/Office Administrator III, Power Management in the following ways:

### **Job Duties/Responsibilities:**

Serves as the backup to the Executive Assistant to the General Manager during times of absence or vacancy including additional duties as the Assistant Secretary to the NCPA Commission, performing supervisory responsibilities by overseeing the front desk staff, operations, and scheduling. Will serve as the Hometown Connections Board Secretary.

### **Minimum Qualifications:**

High School degree or equivalent plus a certification from an administrative assistant training program; or an AA/BS degree from an accredited college with major coursework in public administration, business administration or a related field; or some combination of this education and experience.

A minimum of ten years of increasingly responsible administrative support experience, including three years of complex administrative support for a Senior Manager or Executive level manager. Prior supervisory experience is highly desirable.

### **Special Requirements:**

Supervises the Office Assistant I-II (Agency receptionist).

## **Findings**

In addition to the proposed additional duty of serving as the Hometown Connections Board Secretary, the Admin. III, AS Job Classification will reflect critical differences in job scope and responsibilities compared to the other existing Administrative Assistant classifications, specifically, by providing backup support in the absence or vacancy of the Executive Assistant position; including but not limited to the performance of supervisory duties, and the necessary years and level of experience.

## **FISCAL IMPACT:**

Total cost of the revised compensation package (salary and benefits) is projected to be \$204,160.62 per year. This change would only impact 5 months of the remaining fiscal year and would result in an increased cost of \$11,696.87. This change will be budgeted appropriately in coming fiscal years.

## **ENVIRONMENTAL ANALYSIS:**

This activity would not result in a direct or reasonably foreseeable indirect change in the physical environment and is therefore, not a "project" for purposes of Section 21065 of the California Environmental Quality Act. No environmental review is necessary.

AFTER EXECUTIVE APPROVAL: On January 18, 2024, the Executive Committee reviewed and approved the recommendation above for Commission approval.

Respectfully submitted,



RANDY S. HOWARD  
General Manager

Attachments:

- Resolution 24-16
- Position Evaluation Report for Administrative Assistant/Office Administrator III, Administrative Services
- Executive Assistant to the CFO, AGM III Administrative Services, Hometown Connections Board Secretary Job Description

RESOLUTION 24-16

RESOLUTION OF THE NORTHERN CALIFORNIA POWER AGENCY
APPROVING THE RECLASSIFICATION OF ADMINISTRATIVE ASSISTANT/OFFICE ADMINISTRATOR
III TO EXECUTIVE ASSISTANT TO THE CFO, AGM II ADMINISTRATIVE SERVICES, HOMETOWN
CONNECTIONS BOARD SECRETARY

(reference Staff Report #118:24)

WHEREAS, in accordance with Agency Policy 402 Compensation, Changes in Classification of Existing Positions, the Agency is seeking to reclassify the Administrative Assistant/Office Administrator III, Administrative Services classification to the Executive Assistant to the CFO, AGM II, Administrative Services, Hometown Connections Board Secretary; and

WHEREAS, the Human Resources Manager upon direction and approval of the Assistant General Manager, Administrative Services, conducted a study of Administrative Assistant/Office Administrator III classification for NCPA Headquarters; and

WHEREAS, the existing and proposed additional duties performed by the Administrative Assistant/Office Administrator III, Administrative Services are critical to the Agency's day-to-day operations; and

WHEREAS, the Administrative Assistant/Office Administrator III, Administrative Services job classification in addition to the proposed additional duty of serving as the Hometown Connections Board Secretary, will reflect critical differences in job scope and responsibilities by providing backup support in the absence or vacancy of the Executive Assistant to the General Manager position, including but not limited to the performance of supervisory duties, and the necessary years and level of experience; and

WHEREAS, reclassifying the Administrative Assistant/Office Administrator III, Administrative Services classification to the Executive Assistant to the CFO, AGM II, Administrative Services, Hometown Connections Board Secretary, will meet the Agency's operational needs and establish greater resiliency for the General Manager's Executive Assistant position; and

WHEREAS, this activity would not result in a direct or reasonably foreseeable indirect change in the physical environment and is therefore, not a "project" for purposes of Section 21065 of the California Environmental Quality Act. No environmental review is necessary; and

NOW, THEREFORE BE IT RESOLVED, that the Commission of the Northern California Power Agency authorizes the General Manager or his designee to reclassify the Administrative Assistant/Office Administrator III, Administrative Services classification to the Executive Assistant to the CFO, AGM II, Administrative Services, Hometown Connections Board Secretary classification.

PASSED, ADOPTED and APPROVED this \_\_\_ day of \_\_\_, 2024, by the following vote on roll call:

Table with 4 columns: Location, Vote, Abstained, Absent. Rows include Alameda, San Francisco BART, Biggs, Gridley, Healdsburg, Lodi, Lompoc, Palo Alto, Port of Oakland, Redding, Roseville, Santa Clara, Shasta Lake, Truckee Donner, Ukiah, Plumas-Sierra.

JERRY SERVENTI
CHAIR

ATTEST: ASSISTANT SECRETARY



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# Memo

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**Date:** January 3, 2024  
**To:** Randy S. Howard  
**From:** Brynna Bryant  
**Subject:** **Position Evaluation Report for Administrative Assistant/Office Administrator III, Administrative Services**

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## **Changes in Classification of Existing Position**

When any change is made within a department that significantly affects the duties and responsibilities of any position, the Manager will report these facts in writing to the Human Resources Manager.

The Human Resources Manager may study the duties of any position in a classification plan and recommend to the Commission for a change in class or the allocation to a more appropriate class.

**Position(s) Reviewed:** Administrative Assistant/Office Administrator III, Administrative Services; Administrative Assistant/Office Administrator III, Generation Services; Administrative Assistant/Office Administrator III, Power Management.

**Proposed Reclassification:** Administrative Assistant/Office Administrator III, Administrative Services (Admin. III, AS) to Executive Assistant to the CFO, AGM II Administrative Services, Hometown Connections Board Secretary

## **Purpose of Study**

The primary purpose of this study was to conduct an internal job evaluation of the Admin III, AS classification and determine if it should be moved to a more appropriate class.

## **Method Used to Evaluate the Classification**

The job evaluation methodology developed for this study used internal job evaluation methods. The methodology included (1) a review and analysis of the existing Admin III

job descriptions; (2) Meeting(s) with the Assistant General Manager of Administrative Services and the General Manager to discuss and review the job duties, responsibilities, and minimum qualifications for the Admin. III, AS.

### **Justification for Reclassification**

The Admin. III, AS position will provide additional support to the Agency beyond this classification's general scope of work. If reclassified to Executive Assistant to the CFO, AGM II Administrative Services will provide support to the Executive Assistant to the General Manager, serving as the backup in their absence or due to vacancy, including but not limited to serving as the NCPA Commission's Assistant Secretary and responsibility of supervising the front desk staff and coordinating front desk coverage also comes with those additional duties.

In addition, the position will serve as the Hometown Connections Board Secretary by providing administrative support to the Hometown Connections Board, the General Manager, and the CFO for all Hometown Connections business matters.

The existing and proposed additional duties performed by the Admin III, AS are critical to the Agency's day-to-day operations. For example, the Executive Assistant to the General Manager position has been under active recruitment for over a year. With one failed recruitment, NCPA has not been able to hire a qualified Executive Assistant to the General Manager. During this extended vacancy, the current Admin III AS incumbent has been providing critical support to the General Manager in addition to performing the duties of their existing classification.

Reclassifying the Admin. III, AS to the Executive Assistant to the CFO/AGM II AS will meet the Agency's operational needs and establish greater resiliency for the General Manager's Executive Assistant position.

### **Comparison of Job Duties, Responsibilities, and Minimum Qualifications**

The Administrative Assistant/Office Administrator III, Administrative Services is distinguished from the Administrative Assistant/Office Administrator III, Generation Services, Administrative Assistant/Office Administrator III, Power Management in the following ways:

#### **Job Duties/Responsibilities:**

Serves as the backup to the Executive Assistant to the General Manager during times of absence or vacancy. May also perform additional duties as the Assistant Secretary to the NCPA Commission. Performs supervisory responsibilities by overseeing the front desk staff, operations, and scheduling. Will serve as the Hometown Connections Board Secretary.



**Minimum Qualifications:**

High School degree or equivalent plus a certification from an administrative assistant training program; or an AA/BS degree from an accredited college with major coursework in public administration, business administration or a related field; or some combination of this education and experience.

A minimum of ten years of increasingly responsible administrative support experience, including three years of complex administrative support for a Senior Manager or Executive level manager. Prior supervisory experience is highly desirable.

**Special Requirements:**

Supervises the Office Assistant I-II (Agency receptionist).

**Findings**

In addition to the proposed additional duty of serving as the Hometown Connections Board Secretary, the Admin III, AS Job Classification will reflect critical differences in job scope and responsibilities compared to the other existing Administrative Assistant classifications, specifically, by providing backup support in the absence or vacancy of the Executive Assistant position including the performance of supervisory duties, and the necessary years and level of experience.

**Job Descriptions (Summary)****Administrative Assistant/Office Administrator III, Generation Services  
Administrative Assistant/Office Administrator III, Power Management****Job Duties:**

Performs a variety of professional administrative and confidential support functions for the Assistant General Manager and their staff.

**Responsibilities:**

Reads and routes incoming mail. Locates and attaches appropriate files to correspondence to be answered by the Manager.

Composes, formats, edits, and types routine correspondence, reports, agendas, minutes, presentations, etc. Organizes and maintains file system, files correspondence, and other records.

Maintains record retention system in accordance with policy.

Answers and screens managers'/staff's telephone calls as needed and arranges conference calls. Coordinates Manager's schedule/calendar and makes appointments. Greets scheduled visitors and routes to the appropriate area or person.

Arranges and coordinates travel schedules and reservations as needed.

Provides support or backup to the Receptionist, other Administrative Assistants, and Executive Assistant as needed.

Attends Administrative Assistants' meetings as needed. Assists in coordinating the monthly Agenda Packet materials for the Commission.

**Minimum Qualifications:**

Associate's degree (A. A.) or equivalent from a two-year college or technical school; and a minimum of three years related administrative experience supporting a high-level manager and their staff; or equivalent combination of education and experience. Prior experience in a public agency or the electric sector is helpful.

**Special Requirements:**

This job generally has no supervisory responsibilities.

**Administrative Assistant/Office Administrator III, Administrative Services  
(\*Executive Assistant to the CFO/Administrative Services, Hometown  
Connections Board Secretary)**

**Job Duties:**

Provide highly responsible and complex administrative support for the Chief Financial Officer (CFO), Assistant General Manager, Administrative Services, by managing and directing operations of the CFO/AGM's office; *\*provides a wide variety of complex confidential executive assistance for the Assistant General Manager; demonstrates a high degree of diplomacy and discretion; serves as the Board Secretary to Hometown Connections, and serves as backup support to the Executive Assistant to the General Manager during their absence or the position's vacancy.*

**Responsibilities:**

Reads and routes incoming mail. Locates and attaches appropriate files to correspondence to be answered by the Manager.

Composes, formats, edits, and types routine correspondence, reports, agendas, minutes, presentations, etc. Organizes and maintains file system, files correspondence, and other records.

Maintains record retention system in accordance with policy.

Answers and screens managers'/staff's telephone calls as needed and arranges conference calls. Coordinates Manager's schedule/calendar and makes appointments. Greets scheduled visitors and routes to the appropriate area or person.

Arranges and coordinates travel schedules and reservations as needed.

*\*Serves as the Hometown Connections Board Secretary by providing administrative support to the Hometown Connections Board, the General Manager, and the CFO for all Hometown Connections business matters; responsible for proof-reading and distributing the Hometown Connections Board agenda, as well as filing, indexing, and safekeeping of all proceedings of the Board.*

*\*Ensures Hometown Connection Board meetings and other committee meetings are conducted in compliance with the Ralph M. Brown Act, Open Meetings for Local Legislative Bodies, Ethics, and Parliamentary Procedures (when applicable).*

*\*Provides administrative support to the Hometown Connection Board's meetings, including scheduling meetings and conference calls, proof-reading, and publishing meeting notices and minutes.*

*\* Serves as backup to the Executive Assistant to the General Manager during absence or vacancy which may include supervising and providing work assignments for the Agency receptionist(s). Organizes, plans, and schedules the Executive Committee and Commission meetings and provides needed support at NCPA's Annual Conference, SIC, and/or other Executive Leadership events; provides leadership/guidance and fosters goodwill and harmony amongst the Administrative Assistants Team, including hosting quarterly team meetings.*

*\*Coordinates activities and communication among the Assistant General Manager, General Manager, Hometown Connections Board members, and staff.*

Attends Administrative Assistants' meetings as needed. Assists in coordinating the monthly Agenda Packet materials for the Commission.

**Minimum Qualifications:**

High School degree or equivalent plus a certification from an administrative assistant training program; or an AA/BS degree from an accredited college with major coursework in public administration, business administration or a related field; or some combination of this education and experience.

*\*A minimum of ten years of increasingly responsible administrative support experience, including three years of complex administrative support for a Senior Manager or Executive level manager. Prior supervisory experience is highly desirable.*

**Special Requirements:**

*\*This job may have supervisory responsibilities as needed.*

*\*Represents additional duties/requirements of the Executive Assistant to the CFO/AGM Administrative Services, Hometown Connections Board Secretary*

## Proposed Organizational Chart



# Executive Assistant

## Executive Assistant to the CFO/AGM II & Hometown Connections Board Secretary



### DEFINITION

Provide highly responsible and complex administrative support for the Chief Financial Officer (CFO), Assistant General Manager, Administrative Services, by managing and directing operations of the CFO/AGM's office; provides a wide variety of complex confidential executive assistance for the Assistant General Manager; demonstrates a high degree of diplomacy and discretion; serves as the Board Secretary to Hometown Connections, and serves as back-up support to the Executive Assistant to the General Manager during their absence or the position's vacancy.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This position requires that the incumbent reports for work on time and maintains satisfactory attendance in accordance with Agency policy; Ensures work responsibilities are covered when absent; Arrives to meetings and appointments on time; Performs special assignments for the CFO/AGM II Administrative Services, General Manager, Hometown Connections and others as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works closely with the CFO/Assistant General Manager to maintain their calendar by planning and scheduling meetings, conferences, and travel arrangements; prepares reports, correspondence, and presentations.

Serves as the Hometown Connections Board Secretary by providing administrative support to the Hometown Connections Board, the General Manager, and the CFO for all Hometown Connections business matters; responsible for proof-reading and distributing the Hometown Connections Board agenda, as well as filing, indexing, and safekeeping of all proceedings of the Board.

Ensures Hometown Connection Board meetings and other committee meetings are conducted in compliance with the Ralph M. Brown Act, Open Meetings for Local Legislative Bodies, Ethics and Parliamentary Procedures (when applicable).

## Job Description

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Provides administrative support to the Hometown Connection Board's meetings, including scheduling the meetings and conference calls, proof-reading and publishing meeting notices and minutes.

Serves as back-up to the Executive Assistant to the General Manager during absence or vacancy which may include supervising and/or providing work assignments for the Agency receptionist(s). Provides leadership/ guidance and fosters goodwill and harmony amongst the Administrative Assistants Team, including hosting quarterly team meetings; organizes, plans and schedules the Executive Committee and Commission meetings in addition to providing needed support at NCPA's Annual Conference, SIC, and/or other Executive Leadership events.

Coordinates activities and communication among the Assistant General Manager, General Manager, Hometown Connections Board members, and staff.

Arranges and coordinates travel schedules and reservations as needed.

Reads and routes incoming mail. Locates and attaches appropriate files to correspondence to be answered by the Manager.

Composes, formats, edits, and types routine correspondence, reports, agendas, minutes, presentations, etc. Organizes and maintains file system, files correspondence, and other records.

Maintains record retention system in accordance with policy.

Answers and screens managers'/staff's telephone calls as needed and arranges conference calls. Coordinates Manager's schedule/calendar and makes appointments. Greets scheduled visitors and routes to the appropriate area or person.

Prepares, reviews, and manages the Assistant General Manager's budget.

Initiates and maintains confidential and administrative files, mailing lists, agreements or contracts; opens, screens/prioritizes, routes and may draft responses to mail and email.

Attends Administrative Assistants' meetings as needed. Assists in coordinating the monthly Agenda Packet materials for the Commission.

## MINIMUM QUALIFICATIONS

### Education and/or Experience

High School degree or equivalent plus a certification from an administrative assistant training program; or an AA/BS degree from an accredited college with major coursework in public administration, business administration or a related field; or some combination of this education and experience.

**NCPA IS AN EQUAL OPPORTUNITY EMPLOYER**

## Job Description

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A minimum of ten years of increasingly responsible administrative support experience, including three years of complex administrative support for a Senior Manager or Executive level manager. Prior supervisory experience highly desirable.

## KNOWLEDGE AND ABILITIES

### **Knowledge:**

Pertinent state and federal laws, rules, and regulations, including the California Public Records Act, the California Ralph M. Brown Act, Regulations of the California Secretary of State Business Programs, and the Regulations of the California Fair Political Practices Commission.

Principles and practices of organization, administration, budget preparation, personnel management, and supervision as it pertains to the analysis and evaluation of programs, policies, and operational needs.

### **Abilities:**

Plan, direct and control the administration and operations of the CFO/Assistant General Manager's office; attend evening, off-site, and/or special meetings of the Agency as required; Develop, interpret, and implement Agency policies and procedures; attest and oversee all Agency final contracts and resolutions; successfully develop, control and administer department budget and expenditures; Gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing; maintain strict confidentiality; exercise good judgment and a high degree of professionalism when acting as a liaison to staff, members, other agencies or officials; Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

## SPECIAL REQUIREMENTS

Valid California Driver's License and insurance, as occasional travel may be required.

While performing the duties of this job, the employee is regularly required to sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; use modern office technology including automated records and document management systems, word processing, database, and spreadsheet applications; observe safety and security procedures; report potentially unsafe conditions; use equipment and materials properly; and lift or carry weight of 20 pounds or less.

## Job Description

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In the absence or vacancy of the Executive Assistant to the General Manager, this job has supervisory responsibilities.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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.

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Employee Signature

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Date

FLSA Status: Exempt

Approved by Supervisor:

Approved Date:

Approved by Human Resources:

Approved Date:



## Proposed New Member Policy and Guidelines for Obtaining Membership

### Policy Statement

The Northern California Power Agency (NCPA) will admit to its ranks, organizations whose inclusion within NCPA will further the goals and objectives of NCPA and its members.

### Policy Guidelines

To facilitate its Policy for Obtaining Membership, NCPA has developed and follows the general guidelines below:

**Identification of Potential New Members.** The General Manager and staff will seek organizations and consider unsolicited requests for membership with organizations that meet the goals of this policy. The General Manager will routinely report to the Commission regarding efforts to solicit new members and consideration of unsolicited requests for membership that have been received.

**Request for Application.** Once identified, a potential new member (Applicant) must submit a request for a membership application to NCPA's General Manager. This request must state:

- The Applicant's last three-year's gross annual electric energy load and demand as filed with the Federal Energy Regulatory Commission or other such acceptable information.
- Audited financial reports for the previous three-years
- Description of customer base using the NCPA Report Card Form
- Details of governance structure and internal staffing organization chart
- Description of other wholesale and retail services provided
- A description of the NCPA programs and/or services in which the Applicant desires to participate
  - Legislative and Regulatory Program
    - Public Benefits
  - Generation Services Program
    - Renewable Energy Project Development
  - Power Management Program
    - Pooling
    - Gas or Electric Procurement
    - Schedule Coordination
    - NCPA Power Purchase Project Participation
- A description of any deficiencies associated with full compliance with state or federal mandated programs and the organizations plan and timeline for bringing itself into full compliance
- Disclosure regarding any legal or environmental liabilities

**Screening.** The minimum screening phase ensures that the Applicant:

- Meets the requirements for NCPA membership established in the NCPA joint powers agreement
- If granted membership, will benefit the Agency and its members

**Minimum Screening Criteria.**

- Has goals that are consistent with those of NCPA and its members
  - *Support for local control and decision making*
  - *Support for operating and expanding wholesale and retail electrical services within boundaries determined by a locally elected or nominated governing authority*
  - *A desire to minimize wholesale electric costs in order to provide economic benefits to their retail customers*
  - *A desire to work cooperatively with other agency members to minimize costs and realize competitive advantages through economies of scale and gains through joint transaction(s) and financing(s)*
- Is a preference purchaser or potential preference purchaser of electric service from the Western Area Power Administration of the United States, which is a “public agency”, as such term is defined in Section 6500 of the Government Code of the State of California. Applicant
- Has financial strength, manages legal matters, and complies with legislative and regulatory matters.
  - Where NCPA identifies potential legislative and/or regulatory non-compliance issues not disclosed in the request for application process, NCPA will contact the Applicant to obtain plans and timelines for achieving compliance
- Is willing and able to contribute to the costs associated with its requested level of involvement in NCPA.
- Participates in the political proceedings or can bring political advantages to issues that impact NCPA and its members
- Has access to long-term resource supply that would benefit NCPA’s members
- May enter into a long-term transaction with NCPA’s members that would not occur without membership
- Will benefit the members by participating in NCPA programs
- Willing to pay program costs and support administrative and general expenses costs for members
- Will not negatively affect the role of existing NCPA members without offsetting benefits

The minimum screening criteria represent the minimum criteria that will be considered in the assessment of the applicant for membership. The applicant is not required to meet every requirement under the minimum screening criteria in order to be considered for membership.

Upon completion of the screening process, NCPA and the Applicant will review the results for accuracy and completeness. A summary of the screening results will be provided to the Applicant for information purposes and to the NCPA Commission for consideration and possible adoption.

**Program Participation Analysis.** If the Commission unanimously concludes that an Applicant meets all screening criteria, NCPA will commence an analysis to determine that participation in the programs requested by the Applicant produces no conflicts or additional un-reimbursed costs to NCPA members. An Applicant can expect that NCPA will conduct legal, financial and technical reviews of the Applicant's ability to fund its participation and otherwise meet its obligations in the programs requested. Conditional Applicant specific requirements for membership (studies, facilities, commitments) will be identified as part of this phase.

Upon completion of program participation analysis and any additional studies required as part of the analysis, NCPA and the Applicant will jointly review the results for accuracy and completeness. A summary of the analysis will be provided to the Applicant. The Commission will be asked to approve the applicant for membership and may use all or part of the participation analysis in deciding whether to approve an applicant for membership.

**Notification of Membership Fees and Rights.** If the Commission unanimously concludes that the program participation analysis supports acceptance of the Applicant's request for membership, the General Manager will provide to the Applicant an estimate of the Applicant's contribution to each program in its first year of membership. In addition, the General Manager will advise the Applicant on which standing committees and task forces appointed by the Commission the Applicant is eligible to sit. At a minimum, the Applicant will be required to appoint a representative and an alternate to actively participate on the NCPA Commission and vote on matters related to the programs in which the Applicant participates.

**Approval of Membership.** Formal approval requires:

- Amendment of the JPA by each members' governing body to include the Applicant
- Execution of the JPA by the Applicant's governing body

**Withdrawal of Application.** An Applicant may withdraw its application at any time by providing written notification to NCPA's General Manager. No refunds of the application fee will be made.

**Schedule.** It is expected that processing an application including approval by the Commission and Members' governing bodies will require six to twelve months. During the processing period, an Applicant will be allowed to participate in the L&R and Commission activities of the Agency without a voting ability. The Applicant shall pay in advance for any participation in special events or activities that require a separate member fee during the period of time the application is being processed for approvals.

**Amendment of Policy and Guidelines.** The Commission may amend this policy and associated guidelines without prior notification to the applicant.

MEMBERSHIP APPLICATION REQUEST  
WITH THE  
NORTHERN CALIFORNIA POWER AGENCY

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THIS APPLICATION REQUEST (APPLICATION), dated \_\_\_\_\_, to the Northern California Power Agency (NCPA), a joint powers agency under the laws of the State of California, with its principal office at 651 Commerce Drive, Roseville California 95678 by \_\_\_\_\_, a \_\_\_\_\_ with its principal office at \_\_\_\_\_ is made with respect to the following:

RECITALS

- A. The NCPA Joint Powers Agreement provides that any preference purchaser or potential preference purchaser of electric service from the Western Area Power Administration of the United States (herein referred to as Applicant) that desires to participate in NCPA may do so upon NCPA approval and by signature of the agreement and payment to NCPA of certain costs and charges as determined by the Commission to be appropriate.
- B. The Applicant desires to participate as a member in NCPA.
- C. NCPA and the Applicant intend in this APPLICATION to record that the Applicant has requested consideration for possible membership.

APPLICATION

1. *Application Fee.* Upon submission of this APPLICATION and payment of the \$10,000 application fee, NCPA will provide a receipt of the Applicant's payment of an application fee. The Applicant acknowledges that no refunds of this application fee will be made.
2. *Tasks and Studies.* If the Applicant requests, NCPA shall consider to perform or cause the performance of the tasks and studies described in Attachment A to this Agreement.
3. *Payments.* The Applicant shall pay NCPA in advance for the tasks and services requested of NCPA pursuant to Section 2. NCPA agrees to provide an invoice with estimates for such tasks and services. A true-up of costs at the end shall be completed between the Applicant and NCPA.

4. *Cooperation.* The parties agree to cooperate with each other in exchange of information. The Applicant agrees to allow NCPA employees and its consultants and contractors reasonable access to the information in its possession which NCPA determines may be relevant to the successful completion of the tasks and services described in section 2 above.

5. *Joint Review.* Upon the completion of tasks and studies described in Section 2 above, the Applicant and NCPA shall jointly review the results of each for completeness and acceptability. If the Applicant requests further service to complete any service or task, the parties shall agree upon the additional fees, costs or charges that the Applicant shall pay to NCPA and amend this Agreement to reflect these changes. If the Applicant does not request further service after NCPA gives 30 days notice of completion, the parties hereby agree that the service or task shall be deemed complete and acceptable to the Applicant.

6. *Nonresponsibility.* The Applicant acknowledges that the services and tasks to be provided pursuant to this APPLICATION involve forecasts, discretion, judgment, and opinion and that NCPA shall not be responsible to the Applicant for the accuracy of the completed tasks and services. The Applicant hereby agrees to save, defend, indemnify and hold NCPA, its officers, employees, agents and consultants harmless from any loss or damage suffered by the Applicant arising out of this APPLICATION. The Applicant's use of or reliance on any of the services or tasks provided pursuant to this Agreement shall be at the Applicant's sole risk.

7. *No Obligation.* By submitting this APPLICATION, the Applicant gains no right to join NCPA and NCPA and its members undertake no obligation to permit the Applicant to join NCPA.

8. *Early Termination.* Either party may terminate the review of this APPLICATION upon written notification.

9. *Data Submittal.* The Applicant shall submit the following information with this APPLICATION:

- The Applicant's last three-year's gross annual electric energy load and demand as filed with the Federal Energy Regulatory Commission or other such acceptable information.
- Audited financial reports for the previous three-years
- Description of customer base using the NCPA Report Card Form
- Details of governance structure and internal staffing organization chart
- Description of other wholesale and retail services provided
- A description of the NCPA programs and/or services in which the Applicant desires to participate:
  - Legislative and Regulatory Program
    - Public Benefits
  - Generation Services Program
    - Project Development

- Operations and Maintenance
- Power Management Program
  - Pooling
  - Gas or Electric procurement
  - Schedule Coordination
  - NCPA Project participation
- A description of any deficiencies associated with full compliance with state or federal mandated programs and the organizations plan and timeline for bringing itself into full compliance

APPLICANT

NCPA

Submitted By: \_\_\_\_\_

Received By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_