

Job Title: Market Rules Analyst**Job Status:** Full-Time**Department:** Power Supply**Job Grade:** P606**Reports To:** Director of Power Supply**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 5/22/2025**Location:** Main Office

Position Summary

The Market Rules Analyst supports NBU's active participation in the ERCOT wholesale market by monitoring, interpreting, and communicating changes to ERCOT protocols, PUCT rules, and legislative market design elements impacting power supply operations, Resource participation, and overall ERCOT market compliance. This position serves as a liaison for NBU with various energy market regulatory agencies by attending meetings on NBU's behalf and acts as a bridge between regulatory developments and operational implementation, ensuring the NBU's portfolio and market-facing teams remain informed, compliant, and positioned to respond effectively to ERCOT's evolving regulatory landscape.

Prior experience in the ERCOT stakeholder process, PUCT, state and federal regulatory activities, energy markets, electric utilities, and/or economic decision making preferred but not required.

This position will be expected to be well-organized. Excellent written and oral communication skills, problem-solving skills, and attention to detail is imperative.

Demonstrated experience analyzing ERCOT protocols and stakeholder processes; experience supporting power supply functions strongly preferred.

Essential Duties & Responsibilities

Track ERCOT market design changes, protocol and rule revisions, and PUCT and legislative rule makings pertinent to municipal electric utilities.

- Summarize proposed and adopted changes to the ERCOT market, and assess their operational, financial, and compliance impacts on power supply, generation, trading, and planning activities for NBU.
- Support all relevant NBU staff with understanding rule changes impacting bidding strategies, outage coordination, congestion, and performance metrics.
- Assist in readiness planning for major market changes, including new market constructs, protocols, or redesigns (e.g., new AS products, firm fuel supply requirements, seasonal assessments).
- Support the NBU's compliance framework by identifying risks, recommending mitigation strategies, and ensuring timely implementation of rule-driven requirements.
- Coordinate with Energy Risk in developing internal policies and operational guidelines to meet compliance obligations under new rules.
- Attend and monitor ERCOT stakeholder meetings (e.g., WMS, PRS, ROS, TAC) to remain current on discussions and evolving rules related to energy and ancillary markets, RUC, ORDC, and resource adequacy.
- Coordinate NBU subject matter experts (SME) attendance with ERCOT stakeholder meetings and provide accurate and timely calendar of upcoming events/meetings, compile and distribute preparation materials, and coordinate with stakeholders to ensure NBU is apprised of and prepared for upcoming regulatory affairs related to Power Supply.
- Act as a liaison for NBU with regulators, outside consultants, and industry organizations.
- Provide internal debriefings and strategic recommendations based on stakeholder proceedings and policy

shifts.

- Develop concise internal communications, presentations, and training materials to raise awareness of market rules across departments.
- Maintain continuous development and understanding of the energy market and regulatory processes.

General Responsibilities

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Stewardship, Team, Integrity, Culture, and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors	Advanced degree or formal training in regulatory
Work Experience Time Frame: Three Years or	policy, power markets, or energy systems a plus. •
More Field of Study: Business	3+ years of experience in ERCOT market
Other: Bachelor's degree in Engineering, Business,	operations, regulatory affairs, generation asset
Economics, Public Policy, or related field required. •	management, or energy trading preferred.

Certification and Licensures Requirements

N/A

Other Minimum Qualifications

- Solid understanding of ERCOT wholesale market design including DAM, Ancillary Services, ORDC, and Resource Adequacy mechanisms.
- Strong analytical, research, and problem-solving skills.
- Excellent communication and presentation skills; ability to convey technical material to cross-functional teams.
- Highly organized with ability to manage multiple timelines and coordinate across departments.
- Proficient in Microsoft Office; familiarity with market data tools, ERCOT dashboards, or compliance tracking software is a plus.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Microsoft Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

[Click or tap here to enter text.](#)

Experience with Machines, Tools, Equipment and Other Work Aids

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Physical Demands

Standing: Occasionally

- ☒ Making Presentations
- ☐ Observing Work Sites
- ☐ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

Walking: Occasionally

- ☒ To Other Departments/Office/Office Equipment
- ☐ Around Worksite

Lifting: Occasionally

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Carrying: Occasionally

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Sitting: Constantly

- ☒ Desk Work
- ☒ Meetings
- ☐ Driving

Reaching: Occasionally

- ☒ For Supplies
- ☒ For Files

Handling: Frequently

- ☒ Paperwork
- ☐ Monies

Kneeling: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- ☒ File Drawers
- ☐ Equipment
- ☐ Table and Chairs
- ☐ Hose

Climbing: Rarely

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☐ Driving
- ☐ Observing Worksite

Foot Controls: Rarely

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Never

- ☐ On Ladder
- ☐ On Equipment
- ☐ On Step Stool

Bending: Occasionally

- ☒ Filing in Lower Drawers
☒ Retrieving Items from Lower Shelves/Ground
☐ Making Repairs

Crouching: Occasionally

- ☒ Filing in Lower Drawers
☒ Retrieving Items from Lower Shelves/Ground

Crawling: Never

- ☐ Under Equipment
☐ Inside Attics/Pipes/Ditches

Other: [Click or tap here to enter text.](#)

Hearing: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
☐ Listening to Equipment

Twisting: Frequently

- ☒ From Computer to Telephone
☐ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Choose an item.

Other: Office Environment

Overall Strength Demands

- ☒ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date