

## **Job Description**

### **Energy Regulatory and Legislative Manager**

#### **Summary**

The Energy Regulatory and Legislative Manager (ERLM), under direction of the CEO, is responsible for serving as the lead on all regulatory matters for Monterey Bay Community Power (MBCP). The ERLM works closely with statewide representatives and decision-makers in the California Legislature and various regulatory bodies as well as the MBCP Board of Directors, members and their staff, lobbyists and external counsel. This position works to promote and represent the interests of MBCP and advocates for statewide policies that advance MBCP and its programs. The ERLM reports to the CEO and works closely with California Community Choice Association, Regulatory Managers from other CCAs, and MBCP staff as needed.

#### **Job Description**

The Energy Regulatory and Legislative Manager works independently to perform assignments under the general direction of the CEO. The ERLM participates as an MBCP representative before various regulatory agencies, including the CPUC, in matters affecting community choice aggregators (CCAs) and other electric utilities, including ratemaking proceedings, rulemakings, and proposed rules and regulations. The ERLM is tasked with reviewing and drafting comments and briefs, providing technical and/or analytic input on regulatory matters, preparation of data requests, testimony, and hearing exhibits, participation in administrative hearings, and researching and preparing regulatory policy responses at the National, State and local level.

#### **Supervisory Responsibilities**

This position may have some staff supervisory responsibilities and may have oversight responsibility for external contractors, depending on the project.

#### **Essential Duties and Responsibilities**

- Work directly with MBCP Chief Executive Officer, Board of Directors and staff, external counsel, and contractors regarding a variety of regulatory and legislative issues affecting Community Choice Aggregation in California.
- Direct, represent, and oversee representation of MBCP in energy-related administrative proceedings before regulatory agencies.
- Prepare and/or review MBCP regulatory filings in energy-related administrative proceedings before regulatory agencies.
- Review, analyze, and report out on filings of other agencies in energy-related administrative proceedings before regulatory agencies.
- Represent and oversee representation of MBCP before local, state, and national representatives.
- Develop and review regulatory and legislative policies and recommend positions on bills.
- Negotiate with elected officials and their staff on active bills.
- Build and/or participate in coalitions in support of MBCP's position on various regulatory, legislative and policy positions.
- Build coalitions with key statewide decision-makers, stakeholders and advocates and create partnerships that are beneficial to MBCP and CCA regulatory and legislative outcomes.
- Update MBCP staff, Boards and committees on regulatory and legislative developments.

## **General Duties**

- Develop, negotiate, and manage contracts with external entities performing regulatory and legislative duties on behalf of MBCP.
- Monitor and track budgets related to regulatory and legislative matters.
- Prepare and/or review content for talking points, press releases, and informational handouts related to regulatory and legislative matters.
- Represent MBCP publicly at events and present as needed.
- Manage contracted external consultants, counsel, and experts and supervise MBCP staff as assigned.
- Other duties as identified or assigned by the CEO.

## **Minimum Qualifications**

### **Experience/Education**

**Required:** Education and experience equivalent to a Master's Degree from an accredited university in economics, business administration, environmental science, or public policy. A minimum of five (5) years of progressively responsible experience and leadership in regulatory and legislative matters, specifically in the field of energy matters, with at least three (3) of those years in the State of California.

**Desired:** A Juris Doctor degree from an accredited university and experience as an attorney working on complex regulatory, legislative, or energy matters at a law firm, non-profit organization, or as in-house counsel. Current active membership in the State Bar of California is highly desired.

### **Knowledge of**

- California electric utility regulatory issues and regulatory practices and procedures at the California Public Utilities Commission and other regulatory agencies.
- Best practices for program and project management.
- Community Choice Aggregation and the California electric utility market.
- The purpose, organization, and operations of CCAs and trade associations.
- California legislative processes, legislative advocacy and negotiation with decisions makers.
- Excel, Word, Adobe Acrobat and PowerPoint.

### **Language and Reasoning Skills**

- Develop high quality writing, research, and communication work products.
- Deliver clear and persuasive oral communication to a variety of audiences.
- Apply robust analytical and problem-solving skills.
- Utilize strong time management, project management, dispute resolution, and interpersonal relations skills.

### **Ability to**

- Collaborate and/or negotiate with a wide range of stakeholders, including decision-makers, staff of decision-makers, non-profit and advocacy organizations.
- Manage multiple priorities and projects and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Take responsibility and work independently, as well as coordinate collaborative efforts.
- Represent MBCP in an effective, strategic, and beneficial way to internal and external stakeholders.
- Advocate effectively for organizational priorities and policies.
- Build consensus, execute strategies, and coordinate efforts.
- Manage contracts with external entities and track budgets.

- Be thorough and detail-oriented.
- Demonstrate patience, tact, courtesy, and sound decision-making and operate with confidentiality and discretion.
- Communicate well both verbally and in written form.
- Establish and maintain effective and professional working relationships.
- Lead efforts with passion, idealism, integrity, and a positive attitude.

### **Working Conditions**

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

### **Licenses/Certificates**

Requirement: possession and continued maintenance of a valid class C California driver's license, automobile insurance, and a safe driving record. A DMV report may be required.

### **Location and Compensation**

MBCP is located in the City of Monterey. Employees are expected to work from the Corporate office. **There are no relocation funds for this position.**

Compensation for this position is industry competitive and commensurate with experience. A full benefits package is also offered as part of salaried employment.

### **Equal Employment Opportunity**

MBCP is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

### **Application Process**

The position is open until filled. To be considered for this position, please submit an MBCP application, your detailed resume, and a cover letter if desired, to: Cynthia Jordan, HR Manager: [cjordan@mbcommunitypower.org](mailto:cjordan@mbcommunitypower.org) Resumes will be screened in relation to the criteria outlined in the job description. Candidates deemed to have relevant qualifications will be contacted.