



## Job Description

### Manager of Energy Regulatory and Legislative Affairs

#### Summary

The Regulatory/Legislative Manager, under direction of the Chief Executive Officer, has responsibility for a wide range of Monterey Bay Community Power (MBCP) regulatory and legislative matters, with particular emphasis on representation of MBCP's interests with the California Public Utilities Commission (PUC). The Regulatory/Legislative Manager evaluates proposed regulatory policies to assess the impact on MBCP, develops MBCP positions on issues, and develops analyses, written reports and presentation materials to support MBCP's position. The Regulatory/Legislative Manager may be assigned to assist in the work of other MBCP teams, and in that role may represent MBCP in administrative proceedings before applicable regulatory agencies. This position performs related work and other analytic tasks for MBCP as required.

#### Job Description

The Regulatory/Legislative Manager works independently to perform assignments under the general direction of the Chief Executive Officer. The incumbent participates as an MBCP representative before various regulatory agencies, including the CPUC, in matters affecting community choice aggregators (CCAs) and other electric utilities, including in ratemaking proceedings, rulemakings, and proposed rules and regulations. The Regulatory/Legislative Manager 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 legislative policy responses at the State and local level.

#### Supervisory Responsibilities

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

#### Essential Duties and Responsibilities

- Develop high-level policy and responses for key regulatory issues affecting MBCP, including strategy and prioritization of regulatory and legislative action.
- Represent MBCP in regulatory proceedings through preparation of data requests, written responses, position papers, analytical models, testimony, and exhibits.
- Track, review, analyze and summarize filings prepared by utilities and other entities that could impact MBCP and its customers.
- Track, analyze and interpret regulatory proposals, legislation, and other policy issues with an eye toward impact on and response from MBCP.
- Under direction of the CEO, work closely with technical experts and external regulatory counsel to develop effective and persuasive communications before the CPUC, CA Energy Commission, CA Legislature and any other legal or regulatory body as may be needed.

#### Minimum Qualifications

##### Experience/Education

Education and experience equivalent to a Master's Degree in economics, business administration, environmental science, or public policy and a minimum of four (4) years of progressively responsible experience in regulatory and legislative affairs at an electric utility or regulatory agency with emphasis on electric procurement issues, energy efficiency or closely related field. Experience working for a Community Choice Aggregation program is desirable.

##### Knowledge of

- California electric utility regulatory issues, CPUC regulatory practices, protocols, and procedures.

- California utility rate design, electric resource planning, demand resource solutions and regulatory relations.
- California legislative process and protocols.
- Communications portals and web-based resources for regulatory and legislative activity.
- Depending upon the assignment, principles and practices in the areas of energy efficiency, energy resources and procurement, or other to be determined areas.
- Microsoft Office Suite including Excel, Word, Adobe Acrobat and PowerPoint.
- The history of Community Choice aggregation legislation and implementation in California.

### **Ability to**

- Take responsibility and work independently, as well as coordinate collaborative efforts within MBCP and the greater CCE community.
- Convey complex information in a simple and understandable manner.
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Superior writing skills, especially related to regulatory filings, briefings, legislation, and related regulatory and legislative correspondence.
- Achieve goals and provide accurate, timely, and meaningful progress updates under pressure.
- Be thorough and detail-oriented.
- Demonstrate patience, tact, and courtesy.
- Orally communicate complex topics in easy to understand presentations before the Board, staff and other audiences.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.

### **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, with a cap of \$167,000. 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, detailed resume, 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.