



Job Description: Energy Programs Analyst

Summary

The Energy Programs Analyst works under general supervision from the Manager of Energy Programs and collaborates closely with other Monterey Bay Community Power (MBCP) teams and external consultants to assist in the implementation of MBCP's energy programs. The Energy Programs team is responsible for carrying out a wide array of programs aimed at transportation electrification, building electrification, distributed energy resources, and community resiliency. The Analyst will be required to take on complex administrative and analytical projects and tasks, and to work independently, as well as in a group setting. Key elements of this position require the Analyst to diligently manage program activities, perform research and analysis to develop energy programs, give presentations to the public and key stakeholder groups, draft staff reports, develop educational materials, and provide recommendations to executive staff.

Essential Duties and Responsibilities (Illustrative Only)

- Collaborate with Communications & External Affairs team and outside consultants on energy program development, design, analysis and implementation.
- Research trends, technology and customer value to support program development and design recommendations.
- In collaboration with the Manager of Energy Programs, manage day-to-day operations of assigned energy programs.
- Identify, recommend, and in some cases develop, materials and web-based tools to drive customer program participation.
- Track and report program success through metrics, analytics, customer relationship management tools, and other program tracking tools.
- Deliver presentations to various community groups and local organizations.
- Participate and interact with members of the public to distribute information about MBCP programs.
- Research complementary program funding opportunities.
- Compile research, make recommendations, and draft formal staff reports for manager review.

Supervisory Responsibilities

This position requires no supervisory responsibilities.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience/Education

Any combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possession of a bachelor's degree from an accredited college or university in Sustainability, Engineering, Environmental Studies, Computer Science, or a related field and at least 2 years' experience in project management, preferably at an electric utility, Community Choice Aggregation program, government agency, or in a closely related field is desirable. A Master's degree with project

management experience may be substituted for work experience.

Knowledge of:

- The organization and operations of a local government agency.
- The mechanics of Community Choice Aggregation and mission/goals of MBCP, its electric service options and customer programs.
- Transportation electrification, building electrification, battery storage systems, distributed energy resources (DER), demand response and other energy initiatives.
- Project/Program management strategies.
- Activities necessary for effective on-the-ground key stakeholder outreach and customer program participation.
- Microsoft Office Suite (Word, Excel, and PowerPoint) and Adobe Acrobat. Extensive experience and working knowledge of Excel is desired.
- Diverse communities and cultures within the Monterey Bay region.

Ability to:

- Communicate effectively, both verbally and in writing.
- Interact effectively with customers, local community groups/organizations, MBCP staff and consultants.
- Research, analyze and interpret complex data; reach conclusions, make recommendations, and develop staff reports.
- Make effective presentations to key community groups.
- Manage multiple projects and time efficiently.
- Be detail oriented and multi-task when needed.
- Resolve issues quickly and effectively.
- Take responsibility and work independently, as well as coordinate team efforts.
- Work accurately and swiftly under pressure.

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 40 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

Location and Compensation:

The job will be located in Monterey, California and is a full-time, in office position. Compensation for this position ranges up to \$110,000, commensurate with experience. A full benefits package is also offered as part of salaried employment.

Equal Opportunity Employment:

Monterey Bay Community Power is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, 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 application, detailed resume, and cover letter via the following link:

<https://hrtogo.agilehr.com/PrivateCareerPortal/JobDetail.aspx?RequisitionId=24137&SourceId=1309>

Resumes will be screened in relation to the criteria outlined in the job description. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral presentation, oral interview, or a combination. Telephone calls regarding this position will not be accepted.