Job Opening
Policy Analyst I/II
Or
Policy Counsel I/II

Are you looking for a powerful way to be a part of an innovative, disruptive company that is transforming the California energy landscape? Come join MCE, California’s First Community Choice Aggregation program, and do something beneficial for the environment! Seize this opportunity to become a team member of a growing local government energy provider. MCE is hiring a staff member at the Policy Analyst I/II or the Policy Counsel I/II for the Legal and Policy Team.

About Marin Clean Energy:
Located in San Rafael, Marin Clean Energy (MCE) is a Community Choice Aggregation program that provides 50-100% renewable energy as an alternative to PG&E’s electric supply. MCE determines the source and cost of the energy and PG&E continues to manage the transmission and distribution of the energy. MCE is a public, not-for-profit joint powers authority. Members of the agency include the County of Marin and its towns and cities, the County of Napa and its towns and cities, and the cities of Benicia, El Cerrito, Lafayette, Richmond, and Walnut Creek.

About the Position:
Depending upon the applicant pool, hiring will be made into one of the following:

- Policy Analyst I $76,669 - $119,188
- Policy Analyst II $82,348 - $127,673
- Policy Counsel I $87,210 - $121,376
- Policy Counsel II $99,933 - $159,277

This is a full-time FLSA exempt position. Benefits include MCE paid contribution to a 401 (a) plan, a voluntary employee paid 457 plan, health, dental and vision insurance plans, life and long-term disability
insurance, commute alternatives program, flexible spending accounts, and vacation, personal, sick and parental leave.

Key Responsibilities:
Under the direction of the Deputy General Counsel – Regulatory and Legislative Policy, the incumbent will serve as a member of the MCE Legal and Policy Team with a focus

Minimum educational and experience requirements by position:

Policy Analyst I:
Education and experience equal to a Bachelor’s degree in accounting, economics, engineering or finance and a minimum of two (2) years of progressively responsible experience in regulatory or legislative affairs or in a closely related field at an electric utility, non-profit or government agency is required.

Policy Analyst II:
Education and experience equal to a Bachelor’s degree in accounting, economics, engineering or finance and a minimum of four (4) years of progressively responsible experience in regulatory or legislative affairs or in a closely related field at an electric utility, non-profit or government agency is required. A Master’s degree in one of the fields is desirable.

Policy Counsel I:
Law degree from an ABA approved law school and admission to the California Bar is required.

Policy Counsel II:
A law degree from an ABA approved law school and admission to the California Bar and a minimum of two (2) years of progressively responsible legal experience in regulatory or legislative affairs or in a closely related field at an electric utility, non-profit, or a government agency are required.

Please refer to the attached job descriptions for details regarding the duties of each position.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

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. Incumbents are required to attend meetings in various locations, including Sacramento, San Francisco, and the MCE service area.

**ADA Compliance**
MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

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If you are a highly motivated, detail oriented and well-organized individual who meets the minimum requirements of any or all of the job titles listed above, please submit a cover letter, a resume and a writing sample no later than 4 p.m. on May 19, 2017 to jobs@mcecleanenergy.org. Please indicate in your cover letter the position for which you are applying.

The writing sample should consist of 2-6 pages of persuasive writing of advocacy before a regulatory agency, preferably the CPUC.

The selection process may include an application screening, a skills test, and an oral interview. It is anticipated that the interviews will be held during the week of May 30.

Attachments:
Policy Analyst I/II Job Description
Policy Counsel I/II Job Description

**MCE IS AN EQUAL OPPORTUNITY EMPLOYER**
Job Description

Policy Analyst I & II

Summary
The Policy Analyst works under the supervision of the Deputy General Counsel – Regulatory and Legislative Policy and is responsible for representing MCE and advocating for policies to enhance the development of MCE and other Community Choice Aggregators (CCAs). Depending upon the level of experience and degree of assignments, the Policy Analyst may be appointed at the Tier I or Tier II level. The Policy Analyst develops policy positions, assesses the impact of regulatory policies and legislative proposals, and produces written materials and oral presentations to advocate on behalf of MCE.

The Policy Analyst represents or coordinates representation of MCE in administrative proceedings before applicable regulatory agencies, such as the California Public Utilities Commission (CPUC), California Energy Commission (CEC), California Air Resources Board (CARB), or California Independent System Operator (CAISO). The Policy Analyst analyzes proposed legislation for potential impacts to MCE, its customer programs, or CCAs in California. The Policy Analyst also contributes to MCE’s individual legislative strategy and joint legislative efforts through the California Community Choice Association (CalCCA). Additionally, the Policy Analyst is responsible for developing and managing relationships with stakeholders in California’s energy market, including CalCCA. The Policy Analyst may also responsible for addressing MCE program implementation issues that may require regulatory or legislative remedies.

Class Characteristics
The Policy Analyst performs assignments under the supervision of the Deputy General Counsel – Regulatory and Legislative Policy. Depending upon the assignment, the Policy Analyst is expected to provide policy analysis on the impact of regulatory policies and legislative proposals. In addition, the Policy Analyst is tasked with reviewing and drafting comments and briefs; providing technical and/or analytic input on regulatory matters; preparing data requests, testimony, and hearing exhibits; participation in administrative hearings; researching and preparing analyses; and coordinating with external counsel in their preparation of these materials. The Policy Analyst represents MCE before various regulatory agencies, including the CPUC, CEC, CARB, and CAISO.

Essential Duties and Responsibilities (Illustrative Only)

- Develop policy positions and detailed technical analyses for key policy issues
affecting MCE and CCAs from a result-oriented perspective.

- Manage his/her own individual regulatory proceeding caseload and engage in strategic and focused intervention, including drafting responses and comments, preparing data requests, developing analytical models, supervising external counsel on specific proceedings, and communicating with regulatory agency or legislative staff.

- Provide updates for Deputy General Counsel – Regulatory and Legislative Policy, General Counsel, Chief Executive Officer, and Board of Directors as needed.

- Develop and build relationships with California energy market stakeholders and experts to inform them of MCE policy positions and impacts of proposed policy on MCE and other CCAs.

- As assigned, assist with the implementation of the MCE Strategic Plan.

**Supervisory Responsibilities**

There may be lead worker duties assigned at the Tier II level.

**Break-down of Time spent on various work areas**

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulatory Filings and Case Management</td>
<td>65%</td>
</tr>
<tr>
<td>Policy Coordination</td>
<td>15%</td>
</tr>
<tr>
<td>Legislative Analysis</td>
<td>10%</td>
</tr>
<tr>
<td>Technical Support for Other Departments</td>
<td>5%</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>5%</td>
</tr>
</tbody>
</table>

**Minimum Qualifications**

**Experience/Education**

This position requires education and experience equal to a Bachelor’s degree in accounting, economics, engineering or finance and a minimum of two (2) years of progressively responsible experience in regulatory or legislative affairs or in a closely related field at an electric utility, non-profit, or government agency is required. The Tier II position requires a minimum of four (4) years of experience. A Master’s degree in one of the related fields is desirable.

**Knowledge of**

- California electric utility regulatory issues, CPUC regulatory practices and procedures, and California legislative processes.
- Fundamentals of the functions of energy technologies and relevant economics.

**Ability to**
• Utilize project management skills to coordinate a wide array of stakeholders, external consultants, and agency staff to further MCE’s policy positions in a results-oriented manner, taking into consideration multiple perspectives, desired outcomes, and pathways to successful advocacy.
• Manage multiple priorities and quickly adapt to changing priorities in a fast-paced dynamic environment.
• Be thorough and detail-oriented.
• Provide input on policy strategies and recommend actions.
• Take responsibility and work independently.
• Coordinate and communicate across teams effectively.
• Work accurately and swiftly under pressure.

**Language and Reasoning Skills**

• Exercise exceptional project management, sound judgment, creative problem solving, and analytical skills.
• Analyze and interpret data quickly and accurately, and make sound policy recommendations.
• Develop high-quality writing, research and communication work products.
• Deliver clear and persuasive oral communication.
• Communicate effectively with colleagues, supervisors, stakeholders, and policy makers.
• Manage projects and time efficiently.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

**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. The incumbent must travel to various meetings around the state as well as attend some evening meetings.

**ADA Compliance**

MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.
Job Description
Policy Counsel I & II

Summary
The Policy Counsel works under the supervision of the Deputy General Counsel – Regulatory & Legislative Policy and is responsible for representing MCE and advocating for policies to enhance the development of MCE and other Community Choice Aggregators (CCAs). Depending upon the level of experience and degree of assignments, the Policy Counsel may be appointed at the Tier I or Tier II level.

- The Policy Counsel develops policy positions, assesses the impact of regulatory policies and legislative proposals, and produces written materials and oral presentations to advocate on behalf of MCE.
- The Policy Counsel represents or oversees representation of MCE in administrative proceedings before applicable regulatory agencies, such as the California Public Utilities Commission (CPUC), California Energy Commission (CEC), California Air Resources Board (CARB), or California Independent System Operator (CAISO).
- The Policy Counsel is responsible for case strategy, policy arguments and legal procedure before regulatory agencies.
- The Policy Counsel engages in oral advocacy, cross examination and advocacy meetings with regulatory agency staff and officers.
- The Policy Counsel also analyzes proposed legislation for potential impacts to MCE, its customer programs, or CCAs in California.
- The Policy Counsel contributes to MCE’s individual legislative strategy as well as joint legislative efforts through the California Community Choice Association (CalCCA).
- Additionally, the Senior Counsel is responsible for developing and managing relationships with stakeholders in California’s energy market, including CalCCA.
- The Policy Counsel may also responsible for addressing MCE program implementation issues that may require regulatory or legislative remedies.

Class Characteristics
The Policy Counsel works under the supervision of the Deputy General Counsel – Regulatory and Legislative Policy. The Policy Counsel participates or oversees MCE’s representation 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.
Depending upon assignment, the Policy Counsel is expected to:

- provide policy analysis on the impact of regulatory policies and legislative proposals
- recommend advocacy strategies and actions
- recommend advocacy strategies and action
- execute approved strategies and actions.

In addition, the Policy Counsel is tasked with reviewing and drafting comments and briefs; preparing data requests, testimony, and hearing exhibits; participation in administrative hearings, including cross-examination and legal representation of MCE; researching and preparing analyses; and supervising external counsel in their preparation of these materials. The Policy Counsel represents MCE before various regulatory agencies, including CPUC, CEC, CARB, and CAISO.

**Supervisory Responsibilities**

There may be lead worker duties assigned at the Tier II level.

**Essential Duties and Responsibilities (Illustrative Only)**

Depending upon level and assignment, incumbents may perform some or all of the following:

- Develop policy positions, implement regulatory litigation strategy, and analyze legislative proposals for key policy issues affecting MCE and CCAs.
- Manage his/her own individual regulatory proceeding caseload and engage in strategic and focused intervention, including drafting responses and comments, preparing data requests, supervising external counsel on specific proceedings, and communicating with regulatory agency or legislative staff.
- Represent MCE and coordinate external counsel representing MCE in regulatory proceedings through oral advocacy and preparation of data requests, motions, briefs, comments, testimony, and other legal documents.
- Provide updates for Deputy General Counsel – Regulatory and Legislative Policy, General Counsel, Chief Executive Officer, and Board of Directors as needed.
- Develop and build relationships with California energy market stakeholders and experts to inform them of MCE policy positions and impacts of proposed policy on MCE and other CCAs.
- As assigned, assists with the implementation of MCE’s Strategic Plan.
Breakdown of Time Spent on Various Work Areas

- Regulatory – Regulatory Filings and Case Management 65%
- Relationship and Coalition Building 25%
- Other Legal Tasks 10%
- Strategic Plan Implementation 5%

Minimum Qualifications

Education/Experience

A law degree from an ABA approved law school and admission to the California Bar is required for each level. For the Tier II level, a minimum of two (2) years of progressively responsible legal experience in regulatory or legislative affairs or in a closely related field at an electric utility, non-profit, or a government agency is required.

Knowledge of

- California electric utility regulatory issues, regulatory practices and procedures, and California legislative processes.
- CCA policy issues, such as competitive neutrality, cost allocation, procurement autonomy, rate design, and regulatory relations.
- Microsoft Office Suite including Excel, Word, and PowerPoint, and Adobe Acrobat.

Ability to

- Utilize project management skills to coordinate a wide array of stakeholders, external consultants, and agency staff to further MCE’s policy positions in a results-oriented manner.
- Manage multiple priorities and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Be thorough and detail-oriented.
- Provide input on policy strategies and recommend actions.
- Take responsibility and work independently.
- Coordinate and communicate across teams effectively.
- Work accurately and swiftly under pressure.

Language and Reasoning Skills

- Exercise exceptional analytical skills, sound judgment, creative problem solving, and commercial awareness.
- Develop high-quality writing, research and communication work products.
• Deliver clear and persuasive oral communication.
• Communicate effectively with colleagues, supervisors, stakeholders, and policy makers.
• Manage projects and time efficiently.

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