



Job Opening

Senior Policy Counsel Policy Team \$131,000 – \$180,000

- Submit a regulatory writing sample of no more than five pages, cover letter, and resume by Friday, September 13, 2019
- Phone interviews will be scheduled the week of September 23
- For those selected to move forward in person interviews will be scheduled for the week of September 30

WHO WE ARE

MCE is a mission-driven, collaborative, not-for-profit, locally-focused community choice aggregation energy program, providing cleaner energy and energy efficiency programs to 34 communities in four Bay Area counties. We are proud to be the first program of its kind in California and have been operational since 2010.

OUR VALUES

- We provide high quality products to our ratepayers and accessible, responsive service.
- We support thoughtful and robust innovation to advance a more sustainable energy economy.
- We support a productive and collaborative culture while maintaining a healthy work-life balance.
- We respect diverse points of view and proactively engage with positivity and professionalism.
- We serve and strengthen our communities through public outreach, energy education and technical assistance.

OUR COMMITMENT TO DIVERSITY

Diverse opinions, ideas, and experiences push us and challenge us, as individuals and as a team, to work better and smarter. We know that the more diverse our workforce is, the better we support our customers and the diverse interests they represent. We provide an inclusive, empowering, and supportive work environment and welcome individuals from all backgrounds and walks of life throughout our organization, from our employees to our customers and community members.

WHAT WE OFFER

MCE allows you to work with a collaborative and results-oriented organization. You'll learn about the community benefits and innovation inherent in our business model, and become a trusted partner to our top customers, key stakeholders and other teams and departments within MCE.

BENEFITS

- Competitive salary, including paid vacation, sick, personal, family medical, and parental leave, and paid holidays.
- Excellent fully funded health insurance options, including medical, dental, and vision for you and your dependents.
- MCE contributes to a 401(a)-retirement plan and you have the option of contributing to a 457(b) deferred compensation plan and flexible spending account.
- You have the ability to cover some or all travel costs with our commute alternatives program.
- You have access to professional development opportunities and team-building activities.

WHO YOU'LL WORK WITH

MCE is a small but mighty team that is results-oriented and partnership-driven. You'll work with policymakers, legislators, sister CCA agencies, and environmental policy advocates around the state to advance our mission and provide value to our top customers. The team is staffed with passionate individuals dedicated to increasing the adoption of clean energy. Our customers, stakeholders, and community partners share our vision and work hand in hand with us to advance our clean energy future.

The Policy team is focused on providing a high-quality regulatory and legislative advocacy to advance MCE's mission of reducing greenhouse gas emissions and promoting the community choice model throughout California and beyond. Team members are experts on regulatory and legislative policy and the impacts of statewide policy decisions on MCE operations.

WHAT YOU'LL DO

The Senior Policy Counsel works under direction from the General Counsel or Director of Policy and has responsibility for a wide range of MCE regulatory matters, with particular emphasis on representation of MCE's interests at the California Public Utilities Commission (CPUC) and on policy issues raised at the California State Legislature. The Senior Policy Counsel evaluates proposed regulatory policies and applications to assess the legal impact on MCE and other Community Choice Aggregators (CCAs), develops MCE positions on issues, develops analyses, persuasive filings, coordinates strategy to support MCE's

position, and participates in assigned project areas related to regulatory and legislative affairs. The Senior Policy Counsel also represents MCE on particular legislative matters and administrative proceedings before applicable regulatory agencies, such as the CPUC, California Energy Commission, California Air Resources Board, or California Independent System Operator. The Senior Policy Counsel is responsible for formulating policy arguments and navigating legal procedure before the California state legislature as well as the listed regulatory agencies, oral advocacy, cross examination and meetings with regulatory agency staff and officers. The Senior Policy Counsel is also responsible for addressing MCE program implementation issues that may require regulatory or legislative remedies. Finally, the Senior Policy Counsel may work on litigation or operational issues that require legal intervention.

SUCCESSFUL CANDIDATES MUST HAVE:

- Law degree from an ABA approved law school and admission to the California Bar.
- A minimum of four (4) years of experience in regulatory or legislative affairs at an electric utility, non-profit, or government agency or in a closely related field.
- Bachelor's or Master's degree in a related field.
- Knowledge of and sensitivity with CCA related issues are preferred.

WHAT YOU NEED TO KNOW

- Knowledge of California electric utility regulatory issues, CPUC regulatory practices and procedures, California legislative processes and decision-makers.
- Experience in utility rate design, electric resource planning or regulatory relations.
- Knowledge of Excel, Word, Adobe Acrobat, and PowerPoint.

WHAT WILL GIVE YOU THE EDGE

- Exceptional analytical skills, sound judgment, creative problem solving, and commercial awareness.
- Demonstrated ability to analyze and interpret large amounts of information quickly and accurately, and make sound policy recommendations.
- Demonstrated ability to develop high-quality writing, research, and communication work products.
- Clear and persuasive oral communication.
- Demonstrated ability to interact effectively with administrative bodies and MCE's General Counsel, Executive Officer and Board of Directors.
- Demonstrated ability to manage projects and time efficiently.

DUTIES AND RESPONSIBILITIES

- Manage a significant regulatory caseload, which includes: drafting and reviewing comments and briefs; providing legal and/or analytic input on regulatory matters; preparation of data requests; assisting with testimony preparation and hearing exhibits; participation in administrative hearings; oral advocacy; and cross-examination.
- Provide legal expertise on CPUC-related matters, including oral advocacy, preparation of witnesses, cross-examination, and appearances.
- Develop and manage relationships with stakeholders in California's energy market, including CalCCA.
- Provide analysis, advocacy, lobbying, coalition-building, and rapid response for specific legislative bills as assigned by the General Counsel.
- Manage implementation issues that require a crossover of policy and legal skill sets that may require regulatory or legislative remedies.
- Initiate and coordinate regulatory relations activities with regulatory agency staff, PG&E employees, interested parties, and other stakeholders.
- Represent MCE in regulatory proceedings through preparation of data requests, motions, briefs, comments, testimony, and other legal documents.
- Review, analyze, and summarize filings prepared by utilities and other entities.
- Analyze and interpret regulatory proposals, legislation, and other policy issues.
- Work with the General Counsel, technical experts and external counsel to develop effective and persuasive communications before the CPUC and other regulatory agencies.
- Supervise law clerks who work on policy issues related to ongoing proceedings or long-term projects.
- Write persuasive legal briefs to regulatory bodies on behalf of MCE and its customers.
- Engage in relationship building with community stakeholders in order to facilitate regulatory and legislative goals.
- Cross-examine technical and regulatory witnesses.
- Participate in settlements before regulatory bodies, primarily at the CPUC.
- Selected policy or operations-related legal work, such as litigation.

BREAK-DOWN OF TIME SPENT ON VARIOUS WORK AREAS

Regulatory Filings and Case Management	60%
Policy Coordination	10%
Legislative Analysis	10%
Legal Duties	15%
Other Duties as Applicable	5%

WORK ENVIRONMENT AND PHYSICAL CONSIDERATIONS

- This position will be located in MCE's San Rafael office
- Occasional evening and weekend meetings
- The noise, light and temperature level in the MCE office work environment is usually moderate
- MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant upon request.
- 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.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

TO APPLY

MCE requests qualified applicants provide their writing sample, cover letter and resume no later than Friday, September 13, 2019. Selection procedures may consist of any or all of the following: application ranking, writing sample, and interviews. To apply, send your cover letter and resume via email to jobs@MCEcleanenergy.org

Interviews

Phone interviews will be scheduled during the week of September 23. For those selected to move forward in person interviews will be scheduled during the week of September 30.

This is an exempt, full-time, position. The salary range is \$131,000 – \$180,000 with exact compensation to be determined by MCE.

If you are a highly motivated, detail oriented and well-organized individual who meets the minimum requirements of this position, please apply now!

MCE IS AN EQUAL OPPORTUNITY EMPLOYER