



## Job Opening

Senior Policy Analyst  
Policy Team  
\$106,832.05 - \$159,659.86

- 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 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 Analyst works under general direction from the Director of Policy and has responsibility for a wide range of MCE policy matters, with particular emphasis on representation of MCE's interests at the California Public Utilities Commission (CPUC), the California Energy Commission (CEC), the California Air Resources Board (CARB), and the California Independent System Operator (CAISO). The Senior Policy Analyst evaluates proposed regulations and assesses the impact on MCE, develops MCE positions on issues, and develops analyses, written reports, and presentation materials to support MCE's position. The Senior Policy Analyst may be assigned to assist in the work of other MCE teams.

The Senior Policy Analyst also contributes to MCE's individual legislative strategy and joint legislative efforts through the California Community Choice Association (CalCCA). Additionally, the Senior Policy Analyst is responsible for developing and managing relationships with stakeholders in California's energy market, including CalCCA. The Senior Policy Analyst may also be responsible for addressing MCE program implementation issues that may require regulatory or legislative remedies.

#### SUCCESSFUL CANDIDATES MUST HAVE:

- Education and experience equal to a Master's degree in a related field and a minimum of four (4) years of experience in regulatory or legislative affairs at an electric utility, non-profit, or government agency.

#### WHAT YOU NEED TO KNOW

- California electric utility regulatory issues, CPUC regulatory practices and procedures.
- California utility rate design, electric resource planning, demand resource solutions and regulatory relations.
- Microsoft Office Suite including Excel, Word, Adobe Acrobat, and PowerPoint.
- Depending upon the assignment, principles and practices in the areas of energy efficiency, resources and procurement, or other to be determined areas.
- Principles and practices of supervision.

#### WHAT WILL GIVE YOU THE EDGE

- Exercise exceptional analytical skills, sound judgment, creative problem solving, and commercial awareness.
- Analyze and interpret large amounts of information quickly and accurately, and make sound policy recommendations.
- Develop high-quality writing, research and communication work products.
- Deliver clear and persuasive oral communication.
- Interact effectively with administrative bodies and MCE staff, Chief Executive Officer and Board of Directors.
- Manage projects and time efficiently.

#### DUTIES AND RESPONSIBILITIES

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

## SUPERVISORY RESPONSIBILITIES

This position may have some supervisory and/or lead worker responsibilities.

### BREAK-DOWN OF TIME SPENT ON VARIOUS WORK AREAS

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|--|-----|
| Regulatory Filings and Case Management | 65% |
| Policy Coordination                    | 15% |
| Legislative Analysis                   | 10% |
| Other Duties as Applicable             | 10% |

## WORK ENVIRONMENT AND PHYSICAL CONSIDERATIONS

- This position will be located in MCE's San Rafael office.
- Occasionally stand for extended periods of time.
- Lift and/or move up to 20 pounds.
- 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.

## 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](mailto: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 \$106,832.05 - \$159,659.86 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**