Job Opening
Policy Analyst

Salary Range: $80,310 - $120,062

Out of an abundance of caution this position will be a remote role through June 2021. Once MCE offices re-open the position will be based in San Rafael.

Candidates must submit a cover letter & resume by 2:00 pm Friday, January 22, 2021. MCE reserves the right to close the recruitment when a qualified pool of candidates has been identified.

It is anticipated that phone screens will be held on February 2-4, 2021.

Those selected to move forward from a phone screen will be invited to participate in a video interview tentatively scheduled for February 10-12, 2021.

Candidates selected to move forward from video interviews will participate in a final video interview anticipated for February 18 or 19, 2021.

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 36 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 Commitment to Diversity

Diverse opinions, ideas, and experiences push 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 are committed to providing an inclusive, empowering, and supportive work environment. MCE welcomes individuals from all backgrounds and walks of life as colleagues, customers, and community partners.

Who You Are

You develop policy positions, assess the impact of regulatory policies and legislative proposals, and produce written materials, and give oral presentations to advocate on behalf of MCE.

What You’ll Do

Under the supervision of the Senior Counsel the Policy Analyst coordinates representation of MCE in administrative proceedings before applicable regulatory agencies, such as the California Public Utilities Commission (CPUC), California Energy Commission (CEC), or California Air Resources.
Board (CARB). The Policy Analyst may also engage in advocacy in stakeholder initiatives at the California Independent System Operator (CAISO). The Policy Analyst may analyze proposed legislation for potential impacts to MCE, its customer programs, or CCAs in California. 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 be responsible for addressing MCE program operational issues that may require regulatory or legislative remedies.

**SUPERVISORY RESPONSIBILITIES**

The Policy Analyst I is not a supervisory role.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

- Develop policy positions and technical analyses for key policy issues affecting MCE and CCAs from a result-oriented perspective.
- Manage a 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.
- Prepare and provide updates for Senior Counsel, 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.

| Regulatory Filings & Case/Project Management | 80% |
| Legislative Analysis                        | 10% |
| Technical Support for Other Departments      | 5%  |
| Strategic Planning                          | 5%  |

**Experience/Education**

- This position requires education and experience equal to a Bachelor’s degree in accounting, economics, engineering, finance, policy analysis, or public administration from an accredited university.

**A Plus if**

- You have a Master’s degree in one of the related fields
Knowledge of:

- California electric utility regulatory issues, CPUC, CEC, CARB and CAISO regulatory practices and procedures, and California legislative processes.
- Fundamentals of the functions of energy technologies and relevant economics.
- Experience in rates or ratemaking preferred.
- Microsoft Office Suite including Excel, Word, Adobe Acrobat, and PowerPoint

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 dynamic environment.
- Be thorough and detail-oriented.
- Provide input on policy strategies and recommend actions.
- Take responsibility and work independently.

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.

Work Environment

- The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.
- MCE offices support an environment that is accessible to those with reduced mobility. We are happy to provide more details if asked.
- MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.
- The noise, light, and temperature level in the MCE office work environment is usually moderate.
Benefits

- Competitive salary, including paid holidays, vacation, sick, personal, bereavement, family medical, 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.
- Reimbursement for some or all travel costs with our commute alternatives program.
- Access to professional development opportunities for career-specific growth opportunities.
- Non-taxable reimbursement set amount towards the cost associated with qualified dependent care.
- Inclusive and equal access to fertility benefits that support family planning and creation.
- MCE sets a monthly allowance for up to two years for individuals to use for their personal development, or tuition reimbursement, or student loan payment.

To Apply

To be considered for this position, candidates should submit a resume no later than 2:00 pm, Friday, January 22, 2021 through LinkedIn. You may also access the information through the MCE Careers page website at https://www.mcecleanenergy.org/careers/. MCE reserves the right to close the recruitment when a qualified pool of candidates has been identified.

Selection procedures may consist of any or all of the following: application ranking, writing sample, and interviews.

Got Questions:
Direct your questions through LinkedIn InMail or reach out to MCE at jobs@mcecleanenergy.org

MCE is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.