Career Opening
One Position
Legislative Analyst I or Legislative Analyst II

MCE supports a work-life balance. So, our positions have the option of being remote (based on business need), hybrid schedule (flex schedule), or entirely in the office. Office locations include Concord or San Rafael, California.

Resume materials will be reviewed on a rolling basis. As a part of the application process, MCE is requesting a cover letter (one to two pages), resume, and writing sample (up to five pages). Those documents can be combined in a single PDF document (preferred) or word document. Reach out to Carol Dorsett at cdorsett@mcecleanenergy.org with any questions.

Once a pool of candidates has been identified, phone screens will be scheduled. To be considered for this position apply by Monday, September 5, 2022. Phone Screens are tentatively planned for September 13 & 14, 2022. MCE reserves the right to close the recruitment at any time.

What You’ll Do as a Legislative Analyst
As a Legislative Analyst I or II, you are responsible for representing MCE and advocating for policies to advance the interests of MCE and other Community Choice Aggregators (CCAs). You will participate in or oversee MCE’s advocacy on select issue areas before the California and federal legislatures, and before various state and federal regulatory agencies, including the California Public Utilities Commission (CPUC) and US Department of Energy (DOE). As a Legislative Analyst, you will work with your colleagues on the MCE Policy team to cultivate and nurture relationships with a wide range of stakeholders at the local and statewide levels.

A Legislative Analyst II will have a higher level of autonomy, lead worker and/or supervisory responsibilities, and more responsibility for a larger more complex caseload as well as having two (2) more years of applicable experience.

Who We Are
MCE provides renewable, locally controlled electricity service and cutting-edge energy programs to more than one million residents and businesses in 37 Bay Area communities across four counties: Contra Costa, Marin, Napa, and Solano. MCE offers more renewable energy compared to PG&E at stable and competitive rates, significantly reducing greenhouse gas emissions and reinvesting millions of dollars in local energy programs.

We are helping to solve the climate crisis by eliminating fossil fuel greenhouse gas emissions, producing renewable energy, and creating equitable community benefits. We are proud to be the first program of our kind in California and have been operational since 2010.
Our Commitment to Diversity, Equity, and Inclusion

MCE is a place where everyone can grow. We strive to build cohesive inclusive teams. So however, you identify and whatever background you bring with you, whatever your culture please apply if this is a role that would make you excited to come to work every day.

Compensation & Benefits

Competitive compensation package offered, based on candidate experience along with generous benefits and perks, including fully paid premiums for health insurance, parental leave, dependent care subsidies, student loan repayment, and employee wellness program.

Starting Salary Range:

➢ Legislative Analyst I: $83,362 - $103,993
➢ Legislative Analyst II: $96,879 - $119,488

Essential Duties and Responsibilities (Illustrative Only)

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

➢ 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 analyzing and summarizing regulatory filings submitted by other parties, drafting responses and comments, preparing data requests, preparing and sponsoring testimony, drafting other documents, developing analytical models, supervising external counsel on specific proceedings, and communicating with regulatory agency or legislative staff.

➢ Engage in legislative analysis, advocacy, lobbying, coalition-building, and rapid response for specific bills that will impact MCE. Take a leadership role in these activities on select bills, as appropriate/assigned.

➢ Prepare and provide updates for Leadership, Executives, and Board of Directors as needed.

➢ Develop and build relationships with California and Federal energy market stakeholders and experts, including elected officials and key agency staff, to inform them of MCE policy positions and impacts of proposed policy on MCE and other CCAs.

➢ Engage in relationship building with community and advocacy stakeholders in order to pursue common regulatory and legislative goals, and to gain insight on tools and strategies that will deepen positive impacts on MCE’s communities.

➢ Through strategic engagement with federal and state stakeholders, position MCE to be recognized as a thought and action leader, and as a trusted partner for policymaking and grant funding that will support agency priorities and goals.
➢ Undertake organizing efforts with Board members, other CCAs, and stakeholders to support MCE’s advocacy.
➢ Provide analysis and guidance on operational issues that may require regulatory or legislative remedies or be informed by regulatory or legislative developments.
➢ Work with other Policy team members, technical experts and external counsel to develop and lead clear, effective and persuasive communications tailored for regulatory and legislative audiences.

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

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative and Regulatory engagement</td>
<td>80%</td>
</tr>
<tr>
<td>Stakeholder and Coalition engagement</td>
<td>15%</td>
</tr>
<tr>
<td>Technical Support for Other Departments</td>
<td>5%</td>
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</tbody>
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**Qualifications:**

**Education & Experience Legislative Analyst I or Legislative Analyst II**

**Legislative Analyst I-**
➢ Education and experience equal to a Bachelor’s degree in accounting, economics, engineering, finance, policy analysis, or public administration from an accredited university.
➢ Three (3) years of experience working in the legislative or policy space.
  ○ A plus if you have a Master’s degree in one of the related fields.

**Legislative Analyst II-**
➢ Education and experience equal to a Bachelor’s degree in accounting, economics, engineering, finance, policy analysis, or public administration from an accredited university.
➢ Five (5) years of experience working in the legislative or policy space
  ○ A plus if you have a Master’s degree in one of the related fields

**Preferred**
➢ Federal legislative processes and DOE practices and procedures

**Both Legislative Analyst 1 & Legislative Analyst II**

**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.
➢ CCA policy issues, such as competitive neutrality, cost allocation, procurement autonomy, rate design, and regulatory relations.
Ability to:

➢ 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 Environment

➢ The work environment characteristics described here are representative of those an employee encounters 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.

Work Environment/Condition of Employment

➢ MCE strives to maintain a COVID-free workplace. To that end, being fully vaccinated is a condition of employment for all employees.

To Apply:
Resume materials will be reviewed on a rolling basis. As a part of the application process, MCE is requesting:

- cover letter (one to two pages),
- resume,
- writing sample (up to five pages).

Those documents can be combined in a single PDF document (preferred) or word document. Please follow the link to submit your resume materials LinkedIn Easy Apply.

For questions reach out to Carol Dorsett Human Resources Specialist, Talent Diversity & Inclusion at cdorsett@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.

MCE makes reasonable accommodations for qualified applicants with disabilities, sincerely held religious beliefs, and other conditions protected by applicable law.