Manager/Senior Manager – Regulatory and Legislative Policy

General Class Description: Under general direction of a Director, a program or project Manager assists in planning, organizing, coordinating, and managing programs or activities of their associated department; provides professional assistance to staff; performs related work as assigned. This class has lead responsibility for planning and implementation for one or more programs or functional areas. A Manager is responsible for accomplishing program goals and objectives, and directs the day-to-day operations and activities of their designated program or functional area within a department. A Manager works with their Director to ensure consistent and efficient implementation of agency operational policies and long-term operational excellence. This position class is distinguished by complex and widely scoped duties related to program and project management, subject-matter expertise, and may include supervisorial responsibility. This position exercises considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities assigned, and in acting on behalf of the department Director.

Summary

The Regulatory and Legislative Policy Manager works under the general direction of the Executive Director and is responsible for a wide range of Redwood Coast Energy Authority’s (RCEA’s) regulatory and legislative matters. The Regulatory and Legislative Policy Manager supports programs and activities within RCEA’s various departments, including power resources, demand-side management, transportation, and administration. Areas of activity include monitoring and reporting on new or changed regulations and legislation affecting RCEA, developing RCEA’s responses to proposed laws and regulations, and assisting RCEA staff with regulatory compliance. Focus is primarily on energy policy in state government, but responsibilities may also include federal and local government regulations and policies as needed.

Essential Functions and Responsibilities

Duties are illustrative and may vary. Other duties may be assigned.

- Develop high-level policy and responses for key regulatory issues affecting RCEA, including strategy and prioritization of regulatory actions for consideration by management
- Represent RCEA in regulatory proceedings through preparation of comments, data requests, written responses, position papers, analytical models, testimony, and exhibits, participating as an expert witness where necessary
- Track, review, analyze, and summarize filings prepared by utilities and other entities that could impact RCEA and its customers
- Track, analyze, and interpret regulatory proposals and other policy issues with an eye toward impact on and response from RCEA
- Manage and ensure the timely submission of all mandatory compliance obligations with agencies and organizations including CAISO, CPUC, CEC, FERC, DOE, CARB, WREGIS, EPA and others
- Under direction of management, work closely with technical experts, general counsel, and external regulatory counsel to develop effective and persuasive communications before the CPUC, CEC, California Legislature, and any other legal or regulatory body as required
• Under direction of management, represent RCEA in coordination with PG&E, other CCAs, California Community Choice Association (CalCCA), Local Government Sustainable Energy Coalition (LGSEC), Rural Hard to Reach Working Group (RHRTR), and other joint-party actions as deemed necessary
• Monitor and engage the California Energy Efficiency Coordinating Committee (CAEECC)
• Provide input and feedback in the utility ratemaking process
• Support RCEA’s legislative advocacy activities
• Evaluate and make recommendations for improving RCEA’s internal processes for meeting regulatory and legal compliance obligations
• Assess impacts of regulatory actions on customer serving programs
• Participate in RCEA’s integrated resource planning process
• Manage relations with outside regulatory counsel

Minimum Qualifications

Experience/Education:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

• Education or experience equivalent to a bachelor’s degree or greater in public relations, public policy, public administration, political science, business or economics, law, environmental science, communications, or related field
• A minimum 5 years (7 years for Senior Manager designation) of increasingly responsible regulatory affairs or policy experience at an electric utility, municipal utility, an energy program implementer, energy consulting firm, community choice aggregator, or in a closely related field (public sector experience is strongly desired)

Knowledge of:

• Public agency governance procedures
• California electric utility regulatory issues and regulatory relations covering topics such as integrated resource planning, electric vehicle policy, energy storage policy, low-income/disadvantaged community programs and policies, utility rate design, net energy metering, energy efficiency, demand response, and fuel substitution programs and policies
• CPUC regulatory practice, protocol, and procedures
• California legislative history regarding CCAs
• Familiarity with CPUC proceedings, rulings, and decisions and Public Utilities Code sections, and the associated compliance requirements, related to energy efficiency and program administration
• Familiarity with Regional Energy Networks and related CPUC proceedings, rulings, and decisions
• Environmental laws and compliance requirements, including NEPA, CEQA, and associated environmental impact assessment protocols
• Communications portals and web-based resources for regulatory activity
• Microsoft Office Suite including Excel, Word, Adobe Acrobat, and PowerPoint

Ability to:

• Take responsibility and work independently, as well as coordinate collaborative efforts and achieve work goals with other staff.
• Communicate effectively verbally about complex topics in easy to understand presentations before the Board, staff and other audiences.
• Write skillfully, especially related to regulatory filings, briefs, and related regulatory correspondence.
• Provide accurate, timely, and meaningful progress updates.
• Effectively interpret and apply contract language and commercial agreements.
• Exercise sound judgment, creative problem solving, and effective dispute resolution.
• Establish and maintain effective working relationships with persons encountered during the performance of duties, including regulators, legislators, counterparts at other CCAs, RCEA staff, and the RCEA Board of Directors.
• Identify and solve problems effectively and expeditiously.
• Direct, supervise and coordinate the work of assigned staff.
• Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast paced, dynamic environment.
• Be thorough, detail-oriented, and a self-starter.
• Demonstrate patience, tact, teamwork, and commitment to superior service and performance.

Working Conditions and Essential Requirements

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard and other office equipment. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects. RCEA will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request. Possession and continued maintenance of a valid class C California driver’s license or the ability to provide alternate transportation and a safe driving record are required.

Preferred Qualifications

• Master’s degree in a related field or law degree.
• Knowledge of RCEA mission, goals, policies, purposes, and programs.
• Understanding of energy markets and energy products.
• Experience preparing and delivering testimony before regulatory agencies.
• Experience working in an entrepreneurial context.

THE REDWOOD COAST ENERGY AUTHORITY IS COMMITTED TO A DIVERSE WORKFORCE AND IS AN EQUAL OPPORTUNITY EMPLOYER. RCEA MAINTAINS AND PROMOTES A POLICY OF NONDISCRIMINATION AND NONHARASSMENT ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AND NATIONAL ORIGIN OR GENETIC CHARACTERISTIC. RCEA STRONGLY ENCOURAGES PEOPLE OF COLOR, WOMEN, AND THOSE WHO IDENTIFY AS LGBTQ TO APPLY.