



## Specialist/Senior Specialist – Power Resources

Position #260

**Compensation:** \$49,292.27-\$71,014.82 per year full time, dependent upon qualifications (appointments typically start at the beginning of the salary range), plus RCEA standard benefits package.

### Background

Redwood Coast Energy Authority (RCEA) launched its Community Choice Energy (CCE) program in 2017, with a goal of 100% local renewable electricity by 2030. The program enjoys a 93% participation rate in its Humboldt County, CA service area, including some 60,000 homes and businesses. In March 2019, our Board of Directors adopted an accelerated goal of 100% clean and renewable electricity by 2025. State policy calls for electricity providers to increase their renewable portfolios each year and to procure a large portion of this renewable energy under long-term contracts. These local and state policy drivers will require RCEA to rapidly expand its renewable energy procurement, while keeping electricity affordable for Humboldt County energy users. We are looking for a motivated, experienced, and knowledgeable power resources specialist to help meet this challenge.

### RCEA and the Community it Serves

The Redwood Coast Energy Authority (RCEA) is a joint powers agency located in Eureka, in beautiful Humboldt County, California. Humboldt County offers a vibrant and diverse opportunity to pursue a range of activities outside of the workplace whether you prioritize being outside, the arts, or community service. RCEA was formed by the County of Humboldt and incorporated cities within the county to create a local government organization devoted to developing and implementing sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region.

Despite its rural setting, Humboldt County has long been a state leader in energy innovation. The Schatz Energy Research Center, an internationally renowned facility at nearby Humboldt State University, is a frequent RCEA collaborator on diverse ventures including microgrid development and community energy planning.

### The Position

This Specialist/Senior Specialist role is focused on providing technical support to both the wholesale (power procurement from local and regional sources) and retail (power sales for local end use) operations within our CCE program. While Humboldt County's Covid-19 shelter-in-place order is in effect, RCEA is supporting remote work for staff, but intends for this position to be office-based once it is determined safe. The primary duties of the Specialist/Senior Specialist on the CCE team are to assist in data collection, organization, analysis, and reporting related to CCE program operations. Specific activities will include:

- Develop organizational structures for data management and for scheduling and completion of recurring tasks related to the CCE program
- Assist in the development and use of custom data analysis tools to perform electric rate comparisons and to support customer decision-making on CCE program participation
- Track purchases and sales of electric power, renewable energy certificates, resource adequacy, congestion revenue rights, and related products



# REDWOOD COAST Energy Authority

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- Assist in the preparation of statutorily required compliance reports for state and federal agencies
- Track enrollment rates and other program metrics over time
- Organize and archive data provided by consultants and contractors, power producers, the California Independent System Operator, and other program partners
- Support CCE key account representatives in responding to requests for utility data and other information from key customers
- Perform quantitative analysis related to development of new CCE program offerings
- Plan and set agendas for recurring and one-time meetings; take and distribute meeting minutes
- Prepare documents for presentation to RCEA's Board of Directors or for posting on the RCEA website
- Assist with rate-setting processes
- Assist in the preparation and distribution of printed customer communications
- Respond to data requests from regulators, utility partners, and industry associations
- Assist staff in transferring sensitive customer and agency data while maintaining data security protocols
- Engage with college and university faculty, students, and researchers performing analyses and projects aligned with RCEA's strategic goals

Candidates with experience in any of the following areas are encouraged to apply: project scheduling and coordination, data analysis, policy analysis, energy efficiency, renewable energy. Experience with spreadsheet applications such as Microsoft Excel at an intermediate or advanced skill level is of particular importance for success in this position. Computer programming skills, particularly Python coding, are also desired. Applicants well-qualified in other areas but with limited energy experience will be considered. Candidates with the following characteristics may excel in this role: has a passion for community service, has a self-starter mentality, is goal-driven, is project-oriented, works well independently, has a high level of integrity, learns quickly, easily adapts to changes, and is customer service-oriented and sociable.

## **Application Instructions:**

Applicants must submit an RCEA Employment Application, resume and cover letter to RCEA, 633 3rd Street, Eureka CA 95501, or [hr@redwoodenergy.org](mailto:hr@redwoodenergy.org), Attn: Richard Engel. Incomplete application packages are subject to immediate disqualification. Applications are available at <http://www.redwoodenergy.org/index.php/about/employment>.

**Application Deadline: This position is open until filled. The first review will be held 12/23/2020.**

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, disability, veteran or marital status, sexual orientation, gender identity, national origin or genetic characteristic. RCEA strongly encourages people of color, women, and those who identify as LGBTQ to apply.