



Analyst – Power Resources

Position #296

Compensation: \$37.04 – \$46.46 per hour

Appointments typically start at the beginning of the hourly range.

Redwood Coast Energy Authority (RCEA) is seeking a full-time program Analyst to support our Community Choice Energy (CCE) team and energy procurement functions. Under the supervision of the Power Resources Director, the Analyst will focus 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. The primary duties of the Analyst on the CCE team include assisting in data collection, organization, analysis, and reporting related to CCE program operations

Redwood Coast Energy Authority (RCEA) launched its 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. Our Board of Directors has adopted an accelerated goal of 100% clean and renewable electricity by 2026. 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 and reliable for Humboldt County energy users. In addition, as an electric power provider RCEA must comply with many state and federal regulations and strives to provide excellent customer service to local electricity users. We are looking for a motivated, experienced, and knowledgeable power resources analyst to help meet these challenges.

Activities may include:

- Develop organizational structures for data management, 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
- 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 customer electric rate-setting processes
- Assist in the preparation and distribution of printed and electronic 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

(Duties may vary and are subject to change, please review the Job Description for additional information)

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.

Candidates with the following characteristics may excel in this role:

- A passion for community service
- Self-starter mentality
- Goal-driven
- Project-oriented
- Works well both independently and in teams
- High level of integrity
- Learns quickly
- Easily adapts to changes
- Customer service-oriented and sociable.

RCEA encourages dedicated people who believe they have the skills and ambition to succeed at RCEA to apply for this role. Applicants well-qualified in other areas but with limited energy experience will be considered! If you have questions regarding your qualifications, we encourage you to call Human Resources at 707-269-1700 x318 to discuss the position.

Work Schedule and Benefits:

This position is a non-exempt full-time assignment, scheduled for 40 hours per week. This position will perform most of their work at RCEA's annex office location in Eureka, CA. Office hours are 8 am-5 pm Monday through Friday.

All full-time positions enjoy RCEA's benefit package which includes employer paid medical, dental, vision insurance (RCEA pays the full premium for single coverage, with 50% share for 2-party and families), employer sponsored EAP and \$25,000 Life Insurance, paid vacation (starting at 15 days/year), sick leave (8 hours/month), 15 annual paid holidays, \$4,000 401(a) Employer contribution with up to 7% employee match, and 457(b) deferred compensation plan.

Application Instructions:

Applicants must submit an RCEA Employment Application and Supplemental Questionnaire responses to RCEA, 633 3rd Street, Eureka CA 95501, or to hr@redwoodenergy.org. Attn: Power Resources Analyst, Position #296. Incomplete application packages are subject to immediate disqualification.

Applications are available at <https://redwoodenergy.org/employment/>

Application Deadline:

This position is open until filled. First review will be on October 11, 2024.

Vaccination requirement:

Due to the close contact this role will have with RCEA staff in the office setting, documentation of vaccination against the coronavirus is a condition of employment. Applicants who seek reasonable accommodation for this

requirement, based on medical condition or sincerely held religious belief should contact RCEA's Human Resources staff at hr@redwoodenergy.org or 707-269-1700.

About RCEA:

RCEA is a local government joint powers agency established in 2003, located in Eureka, California. RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient, and renewable resources available in the region. RCEA launched a Community Choice Energy program in 2017 through which we are procuring electricity for Humboldt County residents and businesses.

The Redwood Coast Energy Authority is committed to a diverse workforce! RCEA strongly encourages people of color, women, and those who identify as LGBTQ to apply.

EQUAL EMPLOYMENT OPPORTUNITY/EMPLOYMENT ELIGIBILITY

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 anti-harassment based on race, religion or religious creed, color, age, sex, gender, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws in its process of recruitment, selection, promotion, or other conditions of employment.

Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office (hr@redwoodenergy.org, or 707-269-1700 x318).

All potential RCEA employees must complete a required background clearance and have a satisfactory driving record (if required to drive for RCEA business).

In accordance with the Immigration Reform Act of 1986, RCEA must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.

Please answer the following questions and attach them to your completed application. Please limit each response to 250 words or less.

1. Describe your experience working in a team setting, as well as individually. What do you believe are your greatest strengths in both settings? Greatest weaknesses?
2. Please describe your experience with software tools and/or programming languages you use to perform technical analyses.
3. Please provide an example of a project you managed that highlights your analytical ability and organizational skills, including a description of the project itself and the steps you employed to effectively manage the project to successful implementation.
4. Describe your experience with preparing regulatory compliance reports for public utilities or other organizations, including data collection and analysis, and preparation and submission of final materials.