



Staff Report

Agenda Item # 8.1

Information

Agenda Date	March 26, 2026
To	Board of Directors
Prepared by	Kristy Siino, Human Resources Manager Eileen Verbeck, Deputy Executive Director Beth Burks, Executive Director
Subject	Staff Reorganization and Creation of New Positions

Summary

The last time RCEA’s organizational structure was updated was in 2021. In the last few years, RCEA has gone through many changes. Through growth and staff turnover nearly half of current employees started in 2022 or later. The Northern Rural Energy Network has been launched with RCEA taking a lead as portfolio administrator and implementor.

In June 2025 the Infrastructure and Planning Director retired. Staff did not recruit for a replacement and instead the Deputy Executive Director temporarily took over responsibility for this department. Staff have used this interim period to review RCEA’s organizational structure. Additionally, during this time, RCEA was asked to consider housing the Regional Climate Action Plan staff, and this possibility was considered when reviewing RCEA’s organizational structure.

The proposed reorganization aims to create logical departments that align with our core mission and activities, supporting high functioning teams, engaged in similar activities, that make sense internally, and to our Board and community.

The current organizational structure is comprised of the following departments and general duties:

- Demand Side Management – Department offers customer programs including rebates and energy efficiency services. These programs include Northern Rural Energy Network implementation (NREN), Local Government Program (LGP), and CCE funded programs.
- Infrastructure and Planning Operations – Department offers resilience and transportation related customer programs and management of RCEA owned capital assets (Redwood Coast Airport Microgrid and electric vehicle charging network).
- Power Resources - Department oversees the CCE program and includes account services, which performs rate setting and implementation activities.
- Business Planning and Finance – Department oversees finance functions and contracts and grant management.



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- Deputy Executive Director – Department oversees Human Resources, Information Technology, Clerk of the Board, special projects and support for the Executive Director.
- Executive Director – Along with Executive Director functions, supervises Community Strategies (which includes Customer Service), the Regulatory and Legislative Manager, and NREN Portfolio Administration.

The proposed organizational changes are as follows:

- Change the title of Demand Side Management to Customer Programs – The name change is a more “common sense” name, that allows customers to better understand the function of the department.
- The Deputy Executive Director’s Department will serve as the Operations Department and be responsible for RCEA’s internal operations such as Human Resources, Information Technology, Risk Management, Account Services, and Capital Asset management.
- Sunset the Infrastructure and Planning Operations Department – All customer programs will be housed under one department, the Customer Programs Department. The staff responsible for the implementation of these programs under the Infrastructure and Planning Operations department will be moved to the Customer Programs Department. The operational functions of this department (i.e. capital assets) will be moved to the Operations Department.
- Combine the Account Services and Customer Service team and move to the Operations Department.
- Rate setting responsibilities will move to the Business Planning and Finance Department.
- NREN Portfolio administration has been currently handled by a single employee. Staff is proposing a second NREN Administrator position and splitting the duties between Portfolio Lead and an Administrative Lead. The NREN Administrative Lead would be added to the Business Planning and Finance Department.
- The Regulatory and Legislative Manager will join the Power Resources Department.
- The creation of a new department of Engagement and Regional Climate Planning. This new department will house the Community Strategies team and Regional Climate Action Planning, as well as be the lead for the upcoming strategic planning update, provide support and staffing to the Community Advisory Committee, and participate in offshore wind planning and engagement.
- Addition of Staff General Counsel.

New Department of Engagement and Regional Climate Planning

Staff are recommending the reallocation of the vacant Infrastructure and Planning Operations Director to Director of Engagement and Regional Climate Planning. This new department will house the Community Strategies team and work on the Regional Climate Action Plan, as well as be the lead for the upcoming strategic planning update, provide support and staffing to the Community Advisory Committee, and participate in offshore wind planning and engagement.

Specific to the Regional Climate Action Plan work, there are two potential scenarios. One is that RCEA onboards a Regional Climate Action Plan Administrator which would be funded through agreements with participating jurisdictions. That position would report to the department director.

The RCAP administrator would be supported by:



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- Executive Director - estimated 5%-of time to participate in high-level RCAP activities with internal staff and regional partners.
- Department Director- estimated 15% of time to provide ongoing supervision of RCAP Administrator, review of work products and participate in RCAP planning activities, and Regional Climate Committee
- Community Strategies team – estimated 15% of time to help plan and prepare outreach and educational activities related to RCAP implementation.
- Other ancillary support services (HR, IT, printing, etc.)

While the Administrator position would be funded with the support from partner jurisdictions, the support time noted above would be incorporated into work plans of other staff who are paid for with CCE funds. A draft job description developed with input from the partner jurisdictions is included as an attachment.

Alternatively, if RCEA does not take on the role of RCAP administrator, RCEA will still be deeply involved in implementation of the RCAP and represented on the Regional Climate Committee. In this case the following are best estimates of time needed to participate:

- Executive Director- 10% of time to participate in high-level RCAP activities with internal staff and regional partners.
- Department Director- 40% of time to participate in Regional Climate Committee, engage with regional partners, participate in and lead some grant efforts for implementation measures.
- Community Strategies team- 5-10% Support educational events, regional convenings, and outreach activities related to the RCAP

There is significant overlap between RCAP implementation measures, RCEA's strategic plan, and ongoing RCEA activities.

Allocation of New Positions

The organizational changes include the addition of three new full-time positions, and the reallocation of a vacant Director position. If approved, RCEA will be authorized for up to 41 full-time positions. If the Board approves the creation of these additional positions, staff will bring back job descriptions for Board approval at the April Board meeting.

Director of Engagement and Regional Climate Planning – Estimated cost of \$182,326 annually, which will be CCE funded. Staff recommend starting recruitment following April Board approval of the job description with a hire date of July 2026 or later. This position, if approved, will be budgeted for next fiscal year. This position replaces the current position allocated to the vacant Infrastructure and Planning Director.

Regional Climate Action Plan Administrator – Estimated cost of \$153,385 annually, which will be funded through agreements with partner jurisdictions. RCEA housing this position and the funding allocation is still pending approval of partner jurisdictions. This position, if approved, will be included in the next fiscal year budget and recruitment would begin after July 2026.

NREN Administrator (Administrative Lead) – Estimated cost of \$153,385 annually, which will be funded through NREN. Staff recommend starting an internal recruitment in late April 2026. NREN Governing Partners have approved this position and adjusted the NREN budget to provide funding.



Staff General Counsel – Estimated cost of \$252,000 annually, which will be funded through CCE funds. Staff will bring back a job description for approval at the April or May meeting and recommend starting recruitment after July 2026. This position, if approved, will be included in the next fiscal year budget.

Equity Impacts

Reorganization and inclusion of RCAP activities supports RCEA's mission to provide equity in prioritizing climate and energy actions in underserved communities, incorporating Tribal and community input into program prioritization, and embedding equity considerations into regional climate and energy planning.

Financial Impact

The changes proposed result in three new full-time positions, and the reallocation of a vacant Director position. The reallocation of the vacant director position is cost neutral compared to the current budget. The NREN Portfolio Administrator (Administrative Lead) position will be fully funded through NREN. The RCAP Administrator will be funded through funding agreements with participating jurisdictions.

Of the new positions one, In House General Counsel, is proposed to be CCE funded. This position would be hired in FY 26-27 and incorporated into the budget for that beginning that fiscal year. We expect overlap with current Contract General Counsel to allow for a smooth transition and as a result would expect a higher than usual legal services budget next fiscal year. Beyond the first fiscal year, Counsel costs are expected to stabilize and be comparable to current overall costs.

Staff Recommendation

1. Approve the staffing re-organization concept and authorize the Executive Director to determine allocation of staff to departments, which include supervisory responsibilities.
2. Approve the following full-time positions and direct staff to return with job descriptions for Board approval:
 - a. Creation of a Director of Engagement and Regional Climate Planning Position.
 - b. Creation of a RCAP Administrator Position
 - c. Allocation of a second NREN Administrator as the Administrative lead.
 - d. Creation of Staff General Counsel Position.

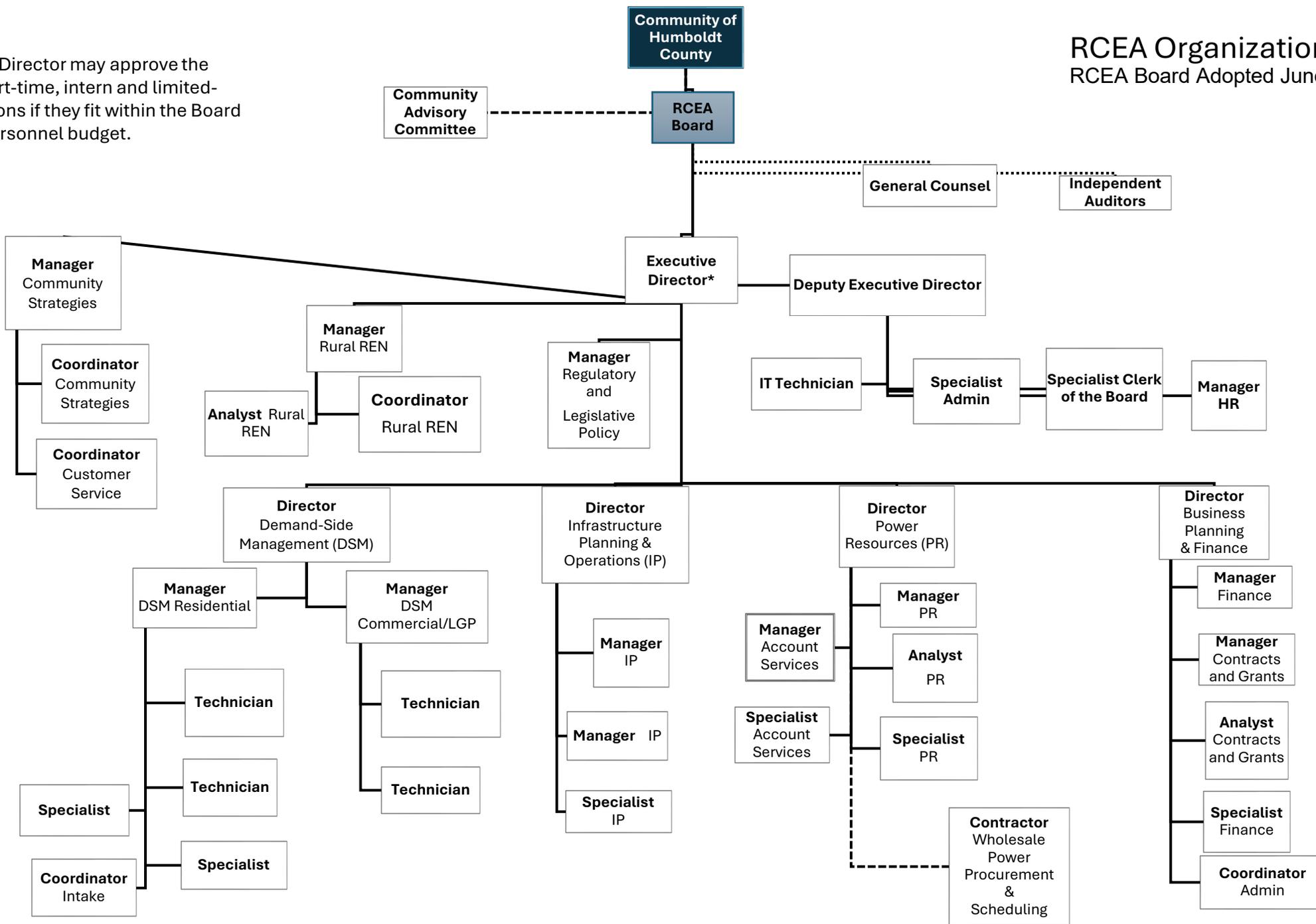
Attachments

1. Board approved organizational chart June 26, 2025
2. Proposed Organizational chart
3. Proposed Departmental Function Chart
4. Draft RCAP Administrator Job Description

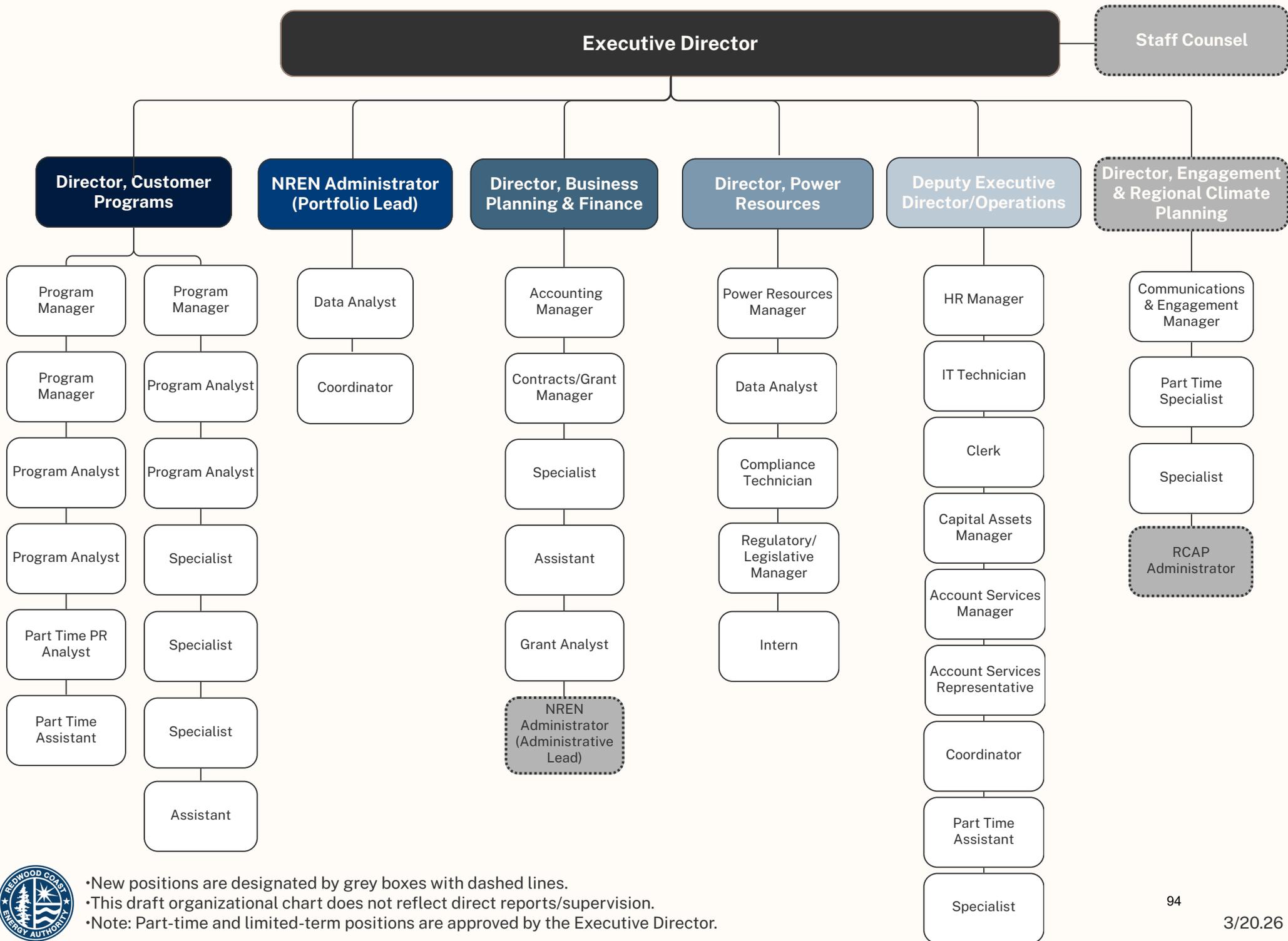
RCEA Organization Chart

RCEA Board Adopted June 26, 2025

*Executive Director may approve the hiring of part-time, intern and limited-term positions if they fit within the Board adopted personnel budget.

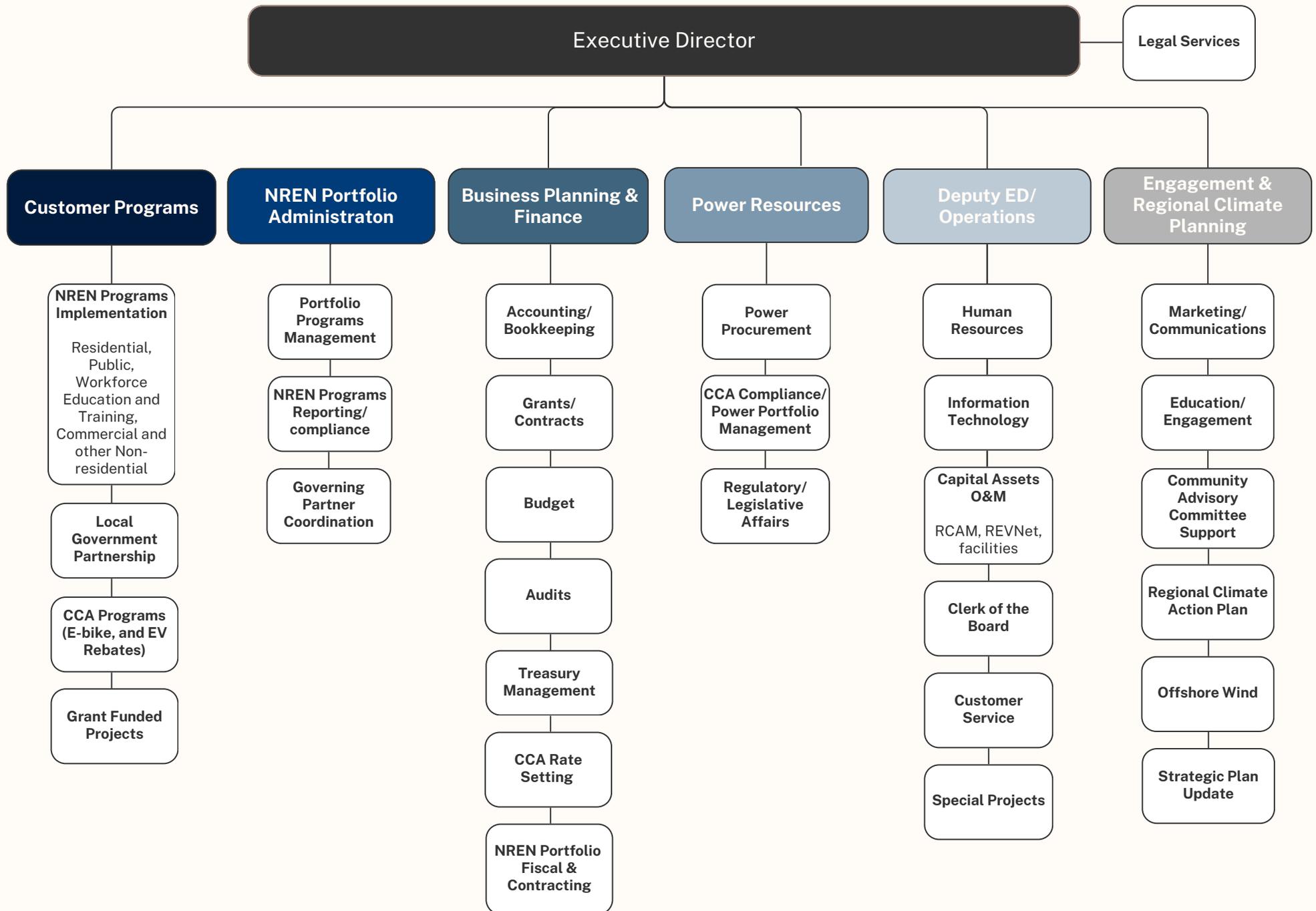


Redwood Coast Energy Authority Organizational Chart



- New positions are designated by grey boxes with dashed lines.
- This draft organizational chart does not reflect direct reports/supervision.
- Note: Part-time and limited-term positions are approved by the Executive Director.

Redwood Coast Energy Authority Functional Organizational Chart



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March 13, 2026
FLSA: Exempt

REGIONAL CLIMATE ACTION PLAN ADMINISTRATOR

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the Regional Climate Action Plan (“RCAP”) programs, projects, and activities including facilitating Committee activities; identifying and pursuing external funding opportunities; serves as administrative manager of multi-agency programs; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to the Director of Engagement and Regional Climate Planning; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Engagement and Regional Climate Planning. May exercise direct supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing programs that include partnerships between RCEA and external agencies and organizations which includes accountability to both internal and external stakeholders. Incumbents manage key administrative elements on behalf of all agency stakeholders of partnership programs ensuring that these programs benefit each partner agency equally, and that they operate independent of RCEA’s internal policies and procedures. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program(s). Employees serve as a specialist, liaison, and advocate for the program(s), with regular contact and interactions with RCEA senior management positions, other public agencies, community organizations, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Lead RCAP program planning, development, implementation, and continuous improvement; develop and administer program goals, objectives, policies, priorities, service levels, and procedures within established policy.
- Facilitate and provide staff support to the Regional Climate Committee and technical/ad hoc committees; serve as a liaison with internal departments and external agencies; set agendas, document outcomes, and drive follow-through.
- Develop and execute a regional funding strategy; pursue and manage grants; develop, administer, and oversee program budgets; determine funding needs for equipment, materials, and supplies; and oversee procurement and contracts to ensure compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates

- contracts; administers contracts to ensure compliance with RCEA specifications and service quality.
- Develop regional tools and deliverables (e.g., model policies, templates, pilot projects, and programs) that accelerate implementation.
- Provide technical assistance and best-practice research to support adoption of climate-focused policies across key sectors.
- Establish benchmarks and prepare annual progress reports and other program documentation for decision-makers and partners.
- Conduct organizational and operational studies and investigations; monitor changes in regulations and technology that may affect operations; recommend and implement (after approval) modifications to assigned programs, policies, and procedures.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all Agency and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engage in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, work standards, and recordkeeping.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The field of environment, sustainability, and climate action.
- California climate policy (SB 32, AB 1279, CARB Scoping Plan, CEQA Guidelines §15183.5).
- Rural-region climate implementation challenges and resource constraints.
- State climate funding programs (ICARP/APGP, CEC, CPUC, CalRecycle, CalSTA, CARB, etc.).
- Principles and practices of project management.
- Applicable federal, state, and local laws, codes, regulations, ordinances, and procedures, as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Municipal government operations and procedures as they relate to urban planning and development.
- Research and reporting methods, techniques, and procedures.
- Agency and mandated safety rules, regulations, and protocols.
- Techniques for effectively representing the Association in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency/Association staff.
- The structure and content of the English language, including usage, vocabulary, punctuation, meaning and spelling of words, rules of composition, and grammar.
- Modern office practices, methods, and communication tools used for business functions and program, project, and task coordination, including computers, software programs, and equipment relevant to the

work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for RCAP.
- Ensure objective administrative management of multi-agency programs, activities, and services.
- Plan, organize, and direct projects and related work activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; ensure compliance with applicable requirements.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; elected officials; and individuals.
- Analyze, interpret, summarize, and present administrative, technical, and financial information and data in an effective manner.
- Prepare clear, complete, and concise reports, correspondence, documentation, financial statements, and other written materials.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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:

Equivalent to a bachelor's degree in environmental science, urban planning, public administration or closely related field and five (5) years progressively responsible experience providing fiscal, administrative, and regulatory oversight of energy and efficiency projects or programs.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.



Staff Report

Agenda Item # 8.2

Information

Agenda Date	March 26, 2026
To	Board of Directors
Prepared by	Kristy Siino, Human Resources Manager Eileen Verbeck, Deputy Executive Director
Subject	Presentation of Classification and Compensation Study

Summary

In early 2025, RCEA staff, with Board direction, engaged Gallagher Consulting to perform a full classification and compensation study. The classification and compensation study reviewed all 39 employees, currently in seven classifications using 10 comparators. The study included the following:

- Collection and review of position description questionnaires completed by each employee (PDQ)
- Interviews with employees, supervisors and managers
- Reviewing and drafting classification descriptions based on information collected, including newly appointed classifications
- Providing a classification plan and final report
- Determining compensation survey elements and comparing them with 10 labor market agencies and 14 benchmark classifications
- Providing final compensation recommendations.

Gallagher Consulting was provided the list of labor market agencies as specified in the Board adopted compensation policy. Gallagher then evaluated each agency and made recommendations to include additional agencies or replace existing agencies with ones that may be more appropriate to use as comparisons. Once approved, Gallagher provided market benchmarks for 14 selected RCEA classifications. It was found during their benchmarking that one selected position had no identifiable comparators, and so, benchmark recommendations were made based on available data for 13 RCEA classifications.

The final report from Gallagher Consulting represents their findings and final recommendations.

Background

Classification

Gallagher began with a full classification study. RCEA provided all classification concepts and job descriptions to Gallagher for review, followed by Position Description Questionnaires (“PDQ”) which were completed by all RCEA employees. Using both current job descriptions and PDQs, Gallagher engaged in employee and supervisor level interviews to clarify each employee’s job duties. Considerations for the



development of class concepts included type and level of knowledge required, supervisory relationships, authority for making decisions and problem solving, and working conditions/physical demands. Using gained information and generally accepted classification definitions, Gallagher provided written recommendations for reconceptualizing RCEA's classification structure.

Gallagher's recommendation includes removing Senior level designation from RCEA's classification series. Gallagher found that some positions had bodies of work that require a unique classification title rather than a Senior level designation to differentiate the work, and other positions that were designated Senior were performing similar scope and nature of work from others and did not require differentiation.

Gallagher's recommendation expands RCEA's current 7 classification structure to 10 distinct classifications:

- Staff
- Technician
- Specialist
- Coordinator
- Professional
- Program Manager
- Administrator
- Department Head
- Deputy Executive Director
- Executive Director

Gallagher provided RCEA with a list of recommended classifications for every employee based on their submitted PDQs and interviews. Staff reviewed the recommendations, PDQs, and current job duties (as they had evolved over time) to determine if classifications were justified. Ultimately, Gallagher recommended reclassification of nine RCEA positions. Staff closely reviewed these recommendations and agreed with 4 and upon further review, Staff requested changes to five of Gallagher's original nine employee classifications. Of these five positions, Staff reclassified three employees due to increased duties arising from changing operational needs, and two employees were reclassified from Gallagher's demotional recommendation to a lateral classification within RCEA. Gallagher was consulted and accepted these changes as appropriate.

Once the classification concepts were established, Gallagher provided draft job descriptions for 15 of RCEA's 24 total positions. Human Resources, using templates provided by Gallagher, developed the remaining job descriptions. RCEA Directors and employees were provided with draft position descriptions and provided feedback for improvements. Once all feedback was received, job descriptions were updated to reflect any necessary changes.

The classification portion of the study began in April 2025, and provided Gallagher a point-in-time look at employee's job duties. Since the PDQ period and interviews, RCEA has undergone internal program changes that have resulted in the natural change in some employees' duties. As a result, some updates were made to job descriptions, independent of Gallagher's work to update relevant duties and/or programs, where necessary. While Gallagher was notified of these intended changes, it's important to



note for the Board that job descriptions may have been updated to reflect the most up-to-date duties and expectations.

Compensation

RCEA provided Gallagher with the current Board approved market agencies, as outlined in the Compensation Policy, as the starting point for determining the comparator agencies they would use for the purposes of their study. In total, Gallagher analyzed 16 different agencies on the following criteria:

1. Geographic proximity
2. Population served
3. Full-time equivalents
4. Agency Financials
5. Cost of Living
6. Services provided

Gallagher provided compatibility scores to RCEA for all 16 agencies, and staff selected 10 compatible agencies for the comparators.

Using Economic Research Institute (ERI) data, Gallagher determined the cost of labor for each comparable agency and began benchmarking on 14 RCEA classifications. Benchmark classifications were chosen based on how likely Gallagher believed they would be to find similar positions at all 10 comparator agencies. Gallagher was able to provide salary benchmarks for 13 of the 14 selected classifications. Utilizing the cost of labor adjustment from ERI, Gallagher adjusted reported salaries from the comparator agencies and provided average salaries versus RCEA's current salaries. Based on the information received, 12 benchmarked classification salaries were below the market average, and one was above the market average. In total, across all 13 benchmarked classifications, salaries were found to be an average of 13.3% below the market.

Gallagher then placed each benchmarked position onto a proposed salary schedule, which reflects placement within 5% of the market median. Un-benchmarked positions were then placed on the schedule in relationship to duties, actual scope of work, and position requirements. Staff met with Gallagher to review initial placements, and with Gallagher's assistance, proposed initial salary adjustments, based on provided market benchmarks and RCEA organization. Based on the proposed salary schedule, one position's current salary exceeds the maximum range of the proposed salary. RCEA is proposing a "Y-rate", which is a temporary adoption of the existing salary range, lasting only until the employee leaves the position. This "Y rate" salary range will not be offered to any other employees and will be sunset upon separation of all employees in that range.

Additional updates to the salary schedule were made by staff based on updated classifications, updated job duties, and further internal alignment. Adjustments were minor, 2.5%-5% difference from Gallagher's initial recommendation. One classification, Program Specialist, was adjusted by 10% to reflect Gallagher's labor benchmarking of the position. In this particular classification, benchmarking showed the position was already paid over the market value, and Gallagher's placement of the position was significantly above the benchmark and not in alignment with internal equity goals. The final salary schedule being presented for Board approval reflects these changes.



Implementation of Classification and Compensation

Staff is recommending the Board adopt the updated job descriptions and salary schedule effective April 5th, 2026. To reduce the financial impact to RCEA of implementing the new salary schedule, staff is recommending that incumbents be placed on the new salary schedule at the step that is closest to the step they are currently on without going down. The adoption of the new salary schedule will not decrease anyone's salary, and for most employees pay ranges will be increasing.

Equity Impacts

Strengthens RCEA's goal of equity and inclusion by identifying and correcting potential pay inequities and standardizing job classifications. This work promotes fair, transparent, and consistent compensation practices across the organization.

Financial Impact

Implementation of the updated salary schedule is expected to increase personnel expenses by \$104,000.00 annually. The cost to implement this change this fiscal year is covered by salary savings due to unfilled vacant positions. RCEA has had a vacant Director position since July 2025 along with other full-time positions. Staff estimate that RCEA will realize approximately \$600,000 in salary savings due to these vacancies. The mid-year budget adjustment reduces the personnel budget, and accounts for any increases due to implementation of the new salary schedule.

Staff Recommendation

Accept the Gallagher Classification and Compensation Reports

Approve the Classification structure and Updated Job Descriptions

Approve the RCEA updated Salary Schedule Effective April 5, 2026

Attachments

1. Gallagher Classification Report and Appendices
2. Gallagher Compensation Report and Appendices
3. RCEA Updated Job Descriptions
4. RCEA Updated Salary Schedule
5. Board Adopted Salary Schedule July 2025

March 13, 2026

CLASSIFICATION STUDY FINAL REPORT

Redwood Coast Energy Authority



Gallagher

Insurance | Risk Management | Consulting

Formerly Koff & Associates

March 13, 2026

Beth Burks
Executive Director
Redwood Coast Energy Authority
633 3rd Street
Eureka, CA 95501

Dear Ms. Burks,

Gallagher is pleased to present the Final Classification Report for the study of all positions at the Redwood Coast Energy Authority. Volume I documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all RCEA employees, and class specifications. Volume II, to be sent under separate cover, documents the market compensation survey, findings, and recommendations.

This first volume incorporates a summary of the study's multi-step process, which included results of written Position Description Questionnaires, interviews with employees and management, and employee review and comments in the form of draft class descriptions, and class allocation recommendations.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Kari Mercer
Senior Consultant

Gallagher
ajg.com/ps-class-comp

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- Appendix I: Recommended Position Allocations
- Appendix II: Classification Concepts

Executive Summary

Background

In February 2025, Redwood Coast Energy Authority (RCEA) contracted with Gallagher to conduct a classification and total compensation study for all of RCEA's classifications. All classification and compensation findings, recommendations, and options for implementation are in Volumes I and II of this report.

This classification review process was precipitated by:

- The concern of the Board of Directors and management is that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows RCEA to recruit and retain high-quality staff;
- To ensure that class descriptions reflect current programs, responsibilities, and technology;
- The desire to have a compensation plan that can meet the needs of RCEA; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across RCEA.

The goal of the classification and compensation study is to assist RCEA in developing a competitive pay and benefit structure, which is based upon market data to ensure that the plan is fiscally responsible, and that meets the needs of RCEA with regards to recruitment and retention of qualified staff.

Classification Study Goals

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees and management;
- Prepare an updated classification plan, including recommended class descriptions and position allocations, that recognizes the scope and level of the various classes and positions, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow RCEA to maintain the classification system on a regular basis.

Classification Study Process

The classification study procedures were as follows:

- An initial meeting was held with RCEA management to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the PDQs.
- After the PDQs were completed by employees and reviewed by management and consultant staff, interviews were conducted with all employees and management.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management and employee review.

- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this report was prepared.

Classification Concepts

Positions vs. Classifications

“Position” and “Classification” are two terms that are often used interchangeably but have very different meanings. As used in this report:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled or vacant. Often the word “job” is used in place of the word “position.”
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance

When positions are classified, the focus is on assigned job duties and the job related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge, skills, and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.

The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for RCEA are covered in Volume II of this report.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and

- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill, and/or academic preparation and can readily learn the details of RCEA, the department, and the position on-the-job; or
- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.

Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or
- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors and we have chosen the middle ground in this study as being most practicable in RCEA's changing environment and service delivery expectations, as well as being in line with RCEA's strategic plan. This approach resulted in recommendations to retitle classifications to more accurately reflect current responsibilities or use more contemporary titles (e.g., Analyst to Data Analyst), or to reclassify certain individuals into existing or entirely new classifications that more accurately reflect current responsibilities (e.g., Senior REN Portfolio Manager to REN Portfolio Administrator). Detailed allocation recommendations are found in Appendix I of the report.

Classification Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions have been provided as separate deliverables.

As mentioned earlier, the class descriptions are based upon the information from the written PDQs completed by each employee, the individual job audit interviews (if required), and from information provided by employees and managers during the review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, often known as a "desk manual," generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

Title: This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within RCEA. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within RCEA and across departmental lines.

Definition: This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

Supervision Received and Exercised: This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

Class Characteristics: This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

Examples of Typical Job Functions: This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

Qualifications: This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.
- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.
- Licenses and/or certifications identify those specifically required in order to perform the work. These licenses/certifications are often required by an agency higher than RCEA (i.e., the State), and can therefore be appropriately included as requirements.

Physical Demands: This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail (although they are more specifically covered for documentation purposes in the PDQs) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as “finger dexterity needed to access, enter, and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.

Working Conditions: These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

Fair Labor Standards Act

One of the major components of the job analysis and classification review is the determination of each classification’s appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification's essential functions to determine FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

Salary Basis Test: The incumbents in a classification are paid at least \$684 per week (\$35,568 per year), not subject to reduction due to variations in quantity/quality of work performed.

Exemption Applicability: The incumbents in a classification perform any of the following types of jobs:

- **Executive:** Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire, or make recommendations that carry particular weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- **Administrative:** Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business operations of the firm or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.
- **Professional:** Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction. Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.
- **Computer professional:** Employee who primarily performs work as a computer systems analyst, programmer, software engineer or similarly skilled work in the computer field performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; b) design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specification; or c) design, documentation, testing, creation or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

Job Analysis: A thorough job analysis of the job duties must be performed to determine exempt status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class descriptions, questionnaires, and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies, and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note that FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e., more than 50% of their time), then the classification would be considered non-exempt.

Classification Findings and Recommendations

Classification Structure and Allocation Factors

The proposed classification plan provides RCEA with a systematic classification structure based on the interrelationship between duties performed, the nature and level of responsibilities, and other work-related requirements of the jobs.

A classification plan is not a static, unchanging entity. Classification plans may be updated and revised by conducting classification studies that are organizational wide (review of the all classifications and positions) or position-specific. The methodology used for both types of studies is the same, as outlined above.

For either type of study, when identifying appropriate placement of new and/or realigned positions within the classification structure, there are general allocation factors to consider. By analyzing these factors, RCEA will be able to change and grow the organization while maintaining the classification plan. General information about factors and leveling is provided below. The specific classification concepts that have been recommended for RCEA are provided in Appendix II.

1. Type and Level of Knowledge and Skill Required

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the-job experience, and required certification or professional registration. The varying levels are as follows:

A. The entry-level into any occupational field

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work, or obtaining a four-year or advanced college or university degree. Little to no experience is required.

B. The experienced or journey-level (fully competent-level) in any occupational field

This knowledge and skill level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications may be required for demonstrating possession of the required knowledge and skills.

C. The advanced level in any occupational field

This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.

2. Supervisory/Management Responsibility

This factor defines the staff and/or program management responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development, and supervision and direction of staff.

A. No ongoing direction of staff

The employee is responsible for the performance of their own work and may provide side-by-side instruction to a co-worker.

B. Lead direction of staff or program coordination

The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.

C. Full first-line supervisor

The employee performs the supervisory duties listed above, and, in addition, makes effective recommendation and/or carries out selection, performance evaluation, and disciplinary procedures. If staff supervision is not involved, the employee must have programmatic responsibility, including development and implementing goals, objectives, policies and procedures, and budget development and administration.

D. Manager

The employee is considered management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation. This level normally reports to the Department Head.

Department Head

The employee provides administrative direction and oversight for all functions and activities of the assigned department, typically managing department operations through subordinate levels of management. In addition to allocating staff and budget resources, responsibilities include setting departmental policy and directing strategic plans and initiatives to align departmental operations and activities with agencywide strategic goals established by Executive Management and/or the Board of Directors.

E. Executive Management

The employee has total administrative responsibility for RCEA and reports to the Board of Directors.

3. Supervision Received

A. Direct Supervision

Direct supervision is usually received by entry-level employees and trainees, i.e., employees who are new to the organization and/or position they are filling. Initially under close supervision, incumbents learn to apply concepts and work procedures and methods in assigned area of responsibility to resolve problems of moderate scope and complexity. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

B. General Supervision

General supervision is usually received by the experienced and journey-level employees, i.e., employees who have been in a position for a period of time and have had the opportunity to be trained and learn most, if not all, duties and responsibilities of the assigned classification. Incumbents are cross-trained to perform the full range of technical work in all of the areas of assignment.

At the experienced-level, positions exercise some independent discretion and judgment in selecting and applying work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Journey-level positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned projects, programs, and team(s). Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail.

C. General Direction

General direction is usually received by senior level or management positions. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

D. Administrative and Policy Direction

Administrative direction is usually received by executive management classifications. The incumbent is accountable for accomplishing agency-wide planning and operational goals and objectives within legal and general policy and regulatory guidelines. The incumbent is responsible for the efficient and economical performance of the organization's operations.

4. Problem Solving

This factor involves analyzing, evaluating, reasoning, and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations, and standards available to the employee.

A. Structured problem solving

Employees learn to apply concepts and work procedures and methods in assigned area of responsibility and to resolve problems and issues that are specific, less complex, and/or repetitive. Exceptions or changes in procedures are explained in detail as they arise.

B. Independent, guided problem solving

Work situations require making independent decisions among a variety of alternatives; however, policies, procedures, standards, and regulations and/or management are available to guide the employee towards problem resolution.

C. Application of discriminating choices

Work situations require independent judgment and decision-making authority when identifying, evaluating, adapting, and applying appropriate concepts, guidelines, references, laws, regulations, policies, and procedures to resolve diverse and complex problems and issues.

D. Creative, evaluative, or critical thinking

The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution.

5. Authority for Making Decisions and Taking Action

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

A. Direct, limited work responsibility

The employee is responsible for the successful performance of their own work with little latitude for discretion or decision-making. Work is usually supervised while in progress and fits an established structure or pattern. Direct supervision is readily available.

B. Decision-making within guidelines

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur but are

handled within procedures and rules. Impact of decisions is normally limited to the work unit, project, or program to which they are assigned.

C. Independent action with focus on work achieved

The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant program or agency-wide service delivery and/or budgetary impact.

D. Decisions made within general policy or elected official guidance

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of RCEA are with this employee.

6. Interaction with Others

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.

A. Exchange of factual information

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

B. Interpretation and explanation of policies and procedures

The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout RCEA.

C. Influencing individuals or groups

The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of RCEA.

D. Negotiation with organizations from a position of authority

The employee often deals with the Board of Directors, elected officials, government agencies, and other outside agencies, and the public to advance and represent the priorities and interests of RCEA, provide policy direction, and/or negotiate solutions to difficult problems.

7. Working Conditions/Physical Demands

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

A. Normal office or similar setting

The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required but compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 25 pounds, and communicating with others in a generally non-stressful manner.

B. Varied working conditions with some physical or emotional demands

The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call back, or regular overtime may be required. The employee may have to

meet frequent deadlines, work extended hours, and maintain attention to detail at a computer or other machinery, deal with difficult people, or regularly perform moderate physical activity.

C. Difficult working conditions and/or physical demands

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and skills are required to perform the duty?
- How does one gain this additional knowledge and skills – through extended training, through a short-term seminar, through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Is there a greater variety of or are there more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?
- Are the impacts of decisions greater because of this new duty (effects on staff, budget, agency-wide activities, and/or relations with other agencies)?
- Are guidelines, policies, and/or procedures provided to the employee for the performance of this new duty?
- Is the employee interacting with internal and external stakeholders others more frequently or for a different purpose as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?

The analysis of the factors outlined above, as well as the answers to these questions, were used to determine recommended classifications for all RCEA employees. The factors above will also help to guide the placement of specific positions to the existing classification structure and/or revision of the entire classification structure in the future.

Classification Allocation Recommendations

All class descriptions were updated in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills.

When evaluating the allocation of positions, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and working conditions.

Furthermore, it is necessary to: (i) identify the duties that the incumbents are currently being required to perform; (ii) determine if those duties are captured in the current classification description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

Below are general observations about how Gallagher's recommendations represent a departure from current RCEA classification practices, and more specific information about title change and reclassification recommendations are outlined in the following sections.

- **Senior Designation:** Currently, the Senior title can be applied to virtually any classification within broad guidelines that are outlined in RCEA's handbook. Our recommendation, based on classification best practices, is that Senior titles be utilized when there is a classification series (e.g., I/II/Senior) in which the Senior level body of work needs to be differentiated from that of others in the same classification series. Classification series represent different

levels of work complexity being performed within the same general body of work wherein the Senior level is performing the most complex assignments which are outside of the typical scope of work for the series and/or the Senior acts as the lead level within the series. For example, in an Accountant I/II/Senior series, the I-level is the entry level performing professional accounting work in a learning capacity with frequent direction and oversight from a supervisor; the II-level is the journey, or experienced, level independently performing the full scope of professional accounting work receiving only occasional direction in new or unusual circumstances; and the Senior level performs the full scope of professional accounting work and in addition spends a substantial amount of work time (at least 10% of work time) independently leading the work of other accountants and/or performing work that is of a more complex nature than what is typically expected of other professional accountant positions. In this model, the Senior level work includes responsibility for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility as compared to others in the same classification series. By its very definition, the number of positions assigned to the Senior level in a series is limited, and it is intended to differentiate a small percentage of positions within the same classification series.

During the study of RCEA’s positions, we did not encounter job families that included classification series where there are different levels of work being performed by one or more positions. Rather, we found that there are some positions with bodies of work that require a unique classification title altogether rather than a Senior level designation to differentiate the work. Others were found to be performing work of a similar scope and nature and therefore did not require differentiation from other positions in the classification series.

- Classification Concepts and Salary Bands:** Currently, RCEA is utilizing broad job categories to inform pay bands in the compensation structure (e.g., all positions with an “Analyst” title are in the same pay band) and have individual job titles and descriptions for specific or unique bodies of work within the broad categories/pay bands. We have developed Classification Concepts (which have been included in Appendix II) which are somewhat like the categories that RCEA has been using, except that classification concepts are intended to establish the framework for the classification plan and not to establish pay bands in the compensation system. Classification concepts broadly define the roles, responsibilities, and work complexity of the different categories to assist with the development of classification descriptions as well as ongoing administration of the classification plan; however, the recommended salary ranges are not necessarily the same for every title within a broad classification concept. For example, the Accounting Manager and Power Resources Manager are both part of the broad “Manager” concept in that they each have similar roles and levels of responsibility within their respective job families; however, the value of these two bodies of work is likely different in the market and so the recommendation would not necessarily be to place them in the same pay range though they are both part of the same class concept. It is important to note this difference in our approach as our classification recommendations are reviewed.

Title Change

One change in the classification plan, as noted above, was the title change for nineteen positions in thirteen classifications. Not every position in the classification has been recommended for a title change.

Table 1. Title Change Recommendations

Current Classification Title	Proposed Classification Title
Administrative Specialist	Program Assistant
Analyst	Grant Analyst
Analyst	Data Analyst
Coordinator (4 positions)	Program Assistant
Executive Support Specialist and Clerk of the Board	Clerk of the Board/Executive Assistant
Program Specialist	Account Services Representative
Senior Contracts and Grants Manager	Contracts and Grants Manager
Senior DSM Program Manager	DSM Programs Manager

Current Classification Title	Proposed Classification Title
Senior Finance Manager	Accounting Manager
Senior Human Resources and Workforce Development Manager	Human Resources Manager
Senior Power Resources Manager	Power Resources Manager
Senior Program Specialist	Program Coordinator
Senior Technician (3 positions)	Program Analyst
Technician	Program Analyst

Title changes are recommended to reflect the level and scope more clearly being performed, to consolidate work into broader categories that could be used agency-wide, as well as establish consistency with the labor market and industry standards. Any compensation recommendations (detailed in Volume II) are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. All recommended position allocations in Appendix I.

Reclassification

Reclassification recommendations are made for positions that are working out of class due to level and scope of work and/or job functions that have been added or removed from those positions over time.

The study resulted in nine incumbents, allocated to five classifications, to be reclassified, as noted in the table below. These recommendations are based on the individual positions interviewed. Not every incumbent in the current classification is recommended for a reclassification.

Table 2. Reclassification Recommendations

Current Classification Title	Proposed Classification Title
Analyst	Data Technician
Coordinator	Program Coordinator (2 positions)
Coordinator	Program Specialist
Program Specialist	Program Analyst
Program Specialist	Program Assistant
Senior Infrastructure Programs Manager	Infrastructure Programs Officer (2 positions)
Senior REN Portfolio Manager	REN Portfolio Administrator

Conclusion

The revised classification descriptions serve as a general description of the work performed and provide a framework of the expectations of each position for the employee. Requests for the addition of new positions and classifications and/or reclassification of an existing position should follow established RCEA policies and procedures. Any decisions related to the addition of new positions and classifications, reclassification of an existing position, and promotion of an existing position will depend on the needs and resources of RCEA and the availability of work, as well as the ability of existing positions to meet the qualifications of and perform the duties of the higher-level class.

Finally, as mentioned previously, a classification plan is not a static, unchanging entity. The classification plan should be reviewed on a regular, on-going basis and may be amended or revised as required.

It has been a pleasure working with RCEA on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,

Gallagher, Formerly Koff & Associates



Kari Mercer, SPHR
Senior Consultant

Appendix I

Recommended Position Allocations



Redwood Coast Energy Authority
Allocation Listing
May 2025

Last Name	First Name	Department	Current Title	Recommended Title	Action
Avcolle	Michael	Infrastructure and Planning	Senior Infrastructure Programs Manager	Infrastructure Programs Officer	Reclassification
Beals	Kenneth	Administration	IT Technician	IT Technician	No Change
Biondini	Lori	Finance	Director of Business Planning & Finance	Director of Business Planning & Finance	No Change
Bishop	Michael	Demand Side Management	Senior Technician	Program Analyst	Title Change
Bithell	Marianne	Infrastructure and Planning	Senior Program Specialist	Program Coordinator	Title Change
Bohn	Juliette	Infrastructure and Planning	Senior Infrastructure Programs Manager	Infrastructure Programs Officer	Reclassification
Boone	Jamie	Power Resources	Program Specialist	Account Services Representative	Title Change
Boudreau	Dana	Infrastructure and Planning	Director - Infrastructure, Planning & Operations	HOLD PER CLIENT	
Burks	Elizabeth	Administration	Executive Director	Executive Director	No Change
Busick	Brytann	Community Strategies	Community Strategies Manager	Community Strategies Manager	No Change
Carlson	Vera	Administration	Regulatory and Legislative Policy Manager	Regulatory and Legislative Policy Manager	No Change
Chausse-Heath	Veronica	Finance	Administrative Specialist	Program Assistant	Title Change
Concoby	Matias	Power Resources	Analyst	Data Analyst	Title Change
Donnelly	Shea	Demand Side Management	Coordinator	Program Coordinator	Reclassification
Engel	Richard	Power Resources	Director of Power Resources	Director of Power Resources	No Change
Fukui	Rokuhei	Demand Side Management	DSM Program Manager	DSM Programs Manager	No Change
Gonzalez	Mario	Demand Side Management	Coordinator	Program Assistant	Title Change
Gwynn	Jocelyn	Power Resources	Senior Power Resources Manager	Power Resources Manager	Title Change
Hilson	Derek	Demand Side Management	Senior Technician	Program Analyst	Title Change
Kerekes	Cameron	Demand Side Management	Program Specialist	Program Specialist	No Change
Killpatrick	Samuel	Infrastructure and Planning	Coordinator	Program Assistant	Title Change
Kullmann	Stephen	Demand Side Management	Director of Demand Side Management	Director of Demand Side Management	No Change
Lorenzini	Sarah	Power Resources	Coordinator	Program Assistant	Title Change
Mattio	Benjamin	Demand Side Management	Senior DSM Program Manager	DSM Programs Manager	Title Change
McClure	Nicole	Finance	Senior Finance Manager	Accounting Manager	Title Change
Means	Magdalena	Demand Side Management	Senior Technician	Program Analyst	Title Change
Novotny	Forrest	Power Resources	Program Specialist	Program Analyst	Reclassification
Perez	Alexandra	Finance	Senior Contracts and Grants Manager	Contracts and Grants Manager	Title Change
Ramirez	Marisha	Power Resources	Account Services Manager	Account Services Manager	No Change
Reider	Shelly	Community Strategies	Program Specialist	Program Specialist	No Change
Rennie	Jamie	Demand Side Management	Technician	Program Analyst	Title Change
Rodriguez	Louis	Community Strategies	Coordinator	Program Coordinator	Reclassification
Siino	Kristy	Administration	Senior Human Resources and Workforce Development Manager	Human Resources Manager	Title Change
Smith	Samuel	Demand Side Management	Analyst	Data Technician	Reclassification
Taketa	Lori	Administration	Executive Support Specialist & Clerk of the Board	Clerk of the Board/Executive Assistant	Title Change
Terry	Patricia	Demand Side Management	Senior REN Portfolio Manager	REN Portfolio Administrator	Reclassification
Vacant		Demand Side Management	Program Specialist	Program Assistant	Reclassification
Vacant		Administration	Administrative Specialist	TBD	TBD
Vacant		Finance	Analyst	Grant Analyst	Title Change



Insurance | Risk Management | Consulting

Redwood Coast Energy Authority
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Vacant		Finance	Coordinator	Program Assistant	Title Change
VACANT (Formerly Regli)	Sally	Power Resources	Senior Program Specialist	HOLD PER CLIENT	
Verbeck	Eileen	Administration	Deputy Executive Director	Deputy Executive Director	No Change
Watson	Dani	Community Strategies	Coordinator	Program Specialist	Reclassification

No Change

Title Change

Reclassification

New Class

TBD

Appendix II

Classification Concepts

Classification Concepts

Classification Type – General Definitions

Classification type represents the grouping of classifications into a systematic classification structure based on the inter-relationship of duties performed, nature and level of responsibilities, and required knowledge, skills, abilities, education, training, and experience.

- Executive Director
- Deputy Executive Director
- Department Head
- Administrator
- Program Manager
- Professional
- Coordinator
- Specialist
- Technician
- Staff

Within each classification series, there may exist a classification at each level or only at selected levels. The levels within the classification series reflect the Redwood Coast Energy Authority's needs and priorities. For example, in some classification series, there is no need for functions to be performed at the experienced, advanced, or supervisor level. Distinctions between levels within classification series can be defined based on scope of responsibility, complexity of work, supervision received and exercised, authority for making decisions and taking action, and type and level of required knowledge, skills, abilities, education, training, and experience. Following are descriptions of each classification type.

Management and Supervisory Class Concepts

Executive Director

Plans, organizes, and provides administrative direction and oversight for all RCEA functions and activities. Provides policy guidance and program evaluation to RCEA Board (Board) and management staff; and assumes responsibility for the development, implementation, and execution of short- and long-term goals, policies, budgets, and strategies to accomplish the RCEA's mission and Board priorities.

Deputy Executive Director

Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of multiple departments. Provides highly responsible and complex management assistance to the Executive Director and the RCEA Board in coordinating and directing agency-wide departmental activities and operations. Assists the Executive Director in executing the long-term vision for RCEA in collaboration with the Board and other Department Heads.

Department Head

- In many organizations this is usually the classification titled as "Director" or "Chief"

Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the assigned department. Provides highly responsible and complex management assistance to the Executive Director in coordinating and directing agency-wide departmental activities and operations. Assists the Executive Director in executing the long-term vision for RCEA in collaboration with the Board and other department directors. Coordinates

assigned activities with officials and outside agencies and fosters cooperative working relationships among agency departments and with intergovernmental and regulatory agencies and various public and private groups.

Work situations require the analysis and application of organizational policies and goals, complex laws, and/or general business or ethical considerations. Positions operate in highly visible, politically sensitive, legally complex, and evolving arenas working on significant and strategic issues and problems, as well as agency-wide and/or Board priorities and directives, requiring political sensitivity and in-depth evaluation and analysis of various (and often competing) circumstances, interests, and information. Incumbents are responsible for achieving departmental goals and objectives. Incumbents often deal with public officials; members of boards, councils, and commissions; legislators; regulatory agencies; and the community to provide policy direction, explain program mission and objectives, and/or negotiate solutions to difficult problems.

Administrator

This classification performs many of the same duties as the Program Manager with the same responsibilities for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; budget preparation and implementation; performing extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research and analysis; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for operational, policy, and procedural improvements for the assigned program(s).

A key distinction for the Administrator concept is that the area(s) of responsibility include managing program(s) that include partner agencies/organizations working cooperatively as a consortium and for which RCEA serves as the program administrator on behalf of the consortium. Given the nature of the partnership with external stakeholders for these programs, key administrative elements of these programs must operate independently and outside of the influence of the department head. The Administrator class concept serves as a “firewall” for administrative aspects of these programs ensuring objectivity in the direction of the programs, and consequently the Administrator has a higher level of responsibility for independently making decisions and directing program operations and activities which have a significant consequence of error.

Program Manager

- Titles include “Program Manager” and “Manager”.

This classification is typically responsible for a program, defined as a planned coordinated group of activities and procedures created for a specific function related to ongoing agency operations, initiatives, and services, as well as management and/or Board priorities and directives. A program encompasses multiple projects with department-wide and community served impact. Employees are responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; budget preparation and implementation; performing extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research and analysis; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for operational, policy, and procedural improvements for the assigned program(s). Employees serve as a specialist, liaison, and advocate for the assigned program(s) requiring the use of initiative and resourcefulness, considerable independent judgment, and regular contact with executive management positions within RCEA, other public agencies, legislators, private and community organizations, regulatory and governmental agencies, and the public.

The Program Manager concept typically has responsibility for oversight of contracted staff or consultants with few or no agency employees as direct reports. A Program Manager focuses on program effectiveness, relevance, activities, initiatives, and functions.

Non-Management Class Concepts

Professional

- Titles include “Analyst” and “Officer”.

This classification performs operational, financial, budgetary, legal, regulatory, political, and/or administrative analyses and studies; researches and analyzes practices and procedures, and develops recommendations for organizational, operational, policy, and procedural improvements; and conducts needs analyses, feasibility studies, and evaluations for assigned programs, projects, and activities. Other professional level classes perform discipline specific activities within a given occupation, such as planning or engineering. Employees receive broad (non-detailed and non-specific) assignments and/or tasks and are responsible for independently developing a plan of action and approach; identifying, synthesizing, and interpreting relevant sources of data and information; selecting and implementing methodology; analyzing and interpreting results; developing recommendations; and presenting final products for supervisor and management review. Work assignments are reviewed during the normal briefing cycle, generally upon completion, and for overall results. Decisions may have significant unit, division, or agency-wide service delivery, operational, legislative, regulatory, and/or budgetary/financial impact. A four-year degree in the area assigned is typically a minimum qualification.

Coordinator

The term “Coordinator” is often used for classes responsible for the coordination and administration of one or more programs or projects in a department/division with external contractors, agencies, and/or service providers.

The employee would typically have responsibility for independently coordinating one or more programs or projects on a regular basis. The duties involved would include the implementation of the program’s or project’s goals and objectives, oversight of performance, input as to budget preparation and administration, promotion or marketing, and evaluation. Incumbents at this level may have limited supervisory responsibility such as exercising functional and technical supervision over full-time staff, or directing part-time, temporary, and/or contract staff, volunteers, and/or interns. This concept can also be adapted to administrative types of program operations, either within a larger department or positions which oversee an agency-wide administrative program.

The body of work for this classification concept is typically paraprofessional in nature; professional-level program coordination work would typically be titled Program Manager, but there can be some exceptions.

Specialist

This is a paraprofessional classification that performs a combination of duties requiring the application of knowledge obtained from technical, vocational education, and/or experience usually provided through a two-year degree and/or post-secondary coursework and/or training. The work differs from the technician because it often serves as a bridge classification to a professional series, and incumbents exercise broad discretion and independent judgment with a deeper understanding of the assigned subject matter area relative to the technician. While both are paraprofessional classifications, a key distinction between this and the technician concept is depth versus breadth. The specialist typically has a body of work which requires more depth of knowledge into specific subject matter or segments of the work, whereas a technician’s body of work typically consists of a broader scope of the overall work for the job family at a paraprofessional level. This type and level of work can be found in departments where specialized assignments exist in administrative or operational areas.

Technician

- Titles include “Technician” and “Representative”

This is a paraprofessional classification that performs a combination of duties which also require the application of knowledge obtained through technical or vocational education and experience, usually provided through a two-year degree and/or post-secondary coursework and training, or for skilled and semi-skilled labor, in a formal apprenticeship type program or through extended periods of on-the-job training. Employees assume regular on-going work that

involves specific technical and programmatic skills and abilities, requiring the interpretation and application of practices of greater complexity than the staff class concept and typically a broader range of assignments than the specialist class concept.

Staff

- Titles include “Assistant.”

This type of classification performs duties which are routine and often repetitive. For administrative positions it is often described as “transactional” work wherein employees process information and documents in which they have limited decision making latitude; generally, employees will follow established standard operating procedures within established guidelines under which decisions are made; examples would be an Accounting Assistant processing accounts payable, or an Office Assistant responsible for reception, data entry, filing, and general routine office support duties. The positions perform a combination of duties requiring the application of knowledge obtained from a high school education. Maintenance/field positions within this category engage in work that is predominantly standard and customarily mental, manual, mechanical, or physical work. The work is transactional, meaning that the focus is on maintaining the normal workflow of operations and the work typically fits within established techniques, procedures, processes, or specific standards. Typically, employees acquire their skill by experience rather than by advanced specialized intellectual instruction.

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March 13, 2026

BASE COMPENSATION STUDY FINAL REPORT

Redwood Coast Energy Authority



Gallagher

Insurance | Risk Management | Consulting

Formerly Koff & Associates

March 13, 2026

Beth Burks
Executive Director
Redwood Coast Energy Authority
633 3rd Street
Eureka, CA 95501

Dear Ms. Burks,

Gallagher is pleased to present the Base Compensation Study Final Report to the Redwood Coast Energy Authority. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Redwood Coast Energy Authority and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Kari Mercer
Senior Consultant

Gallagher
ajg.com/ps-class-comp

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Executive Summary

Background

In October 2025, Gallagher conducted a comprehensive Base Compensation Study for Redwood Coast Energy Authority (RCEA). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the Board of Directors and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows RCEA to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of RCEA; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across RCEA.

The goals of the compensation study are to assist RCEA in developing a competitive pay plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of RCEA with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the base compensation survey findings. The results of the base compensation study showed:

- RCEA's base salaries, overall, in comparison to the market median are 13.30% below the market.
- Gallagher considers a classification falling within 5% of the median to be competitive.

Study Process

Benchmark Classifications

The study included 25 classifications, and of those 14 classifications were selected in order to collect salary data within the defined labor market. Classifications that we would expect to provide a sufficient sample for analysis were selected as "benchmarks" to use as the basis to build the compensation plan. Benchmark classifications are those classifications that are compared to the market, and these classifications are used as a means of anchoring RCEA's overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles.

Table 1. Benchmark Classification

Classification Title
1. Account Services Representative
2. Clerk of the Board/Executive Assistant
3. Data Analyst
4. Director of Business Planning & Finance
5. Director of Power Resources
6. Executive Director
7. Accounting Manager

Classification Title
8. Grant Analyst
9. Human Resources Manager
10. IT Technician
11. Power Resources Manager
12. Program Assistant
13. Program Specialist
14. Regulatory and Legislative Policy Manager

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. In developing the list of potential comparator agencies, Gallagher first started with agencies that RCEA has used historically for salary comparison and included other agencies, particularly other CCAs, that would be relevant for job matching to RCEA's classifications. These agencies were evaluated on the following factors:

- 1. Organizational type and structure** – It is generally recommended that agencies of a similar size and providing similar services to that of RCEA be used as comparators.

When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations. When it is difficult to find agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.

- 2. Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- 3. Scope of services provided** – For the majority of classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and most comparator agencies surveyed provide similar services to RCEA.
- 4. Labor market and geographic location** – Today's labor market reality is that many agencies are in competition for the same pool of qualified employees because large portions of the workforce don't live in the communities they serve, are accustomed to lengthy commutes, and are more likely to consider changing jobs in a larger geographic area than in the past. Furthermore, by selecting employers within a geographic proximity to RCEA, the resulting labor market data generally reflects the region's cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to RCEA. Therefore, the geographic labor market area where RCEA may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations.

All factors mentioned should be considered in selecting the group of comparator agencies. RCEA agreed to a list of 10 agencies. For those comparators that are outside of RCEA's regional area but that otherwise have a comparable demographic profile, a cost of labor differential was applied to normalize salaries for a more accurate comparison.

The cost of labor reflects differences in pay practices of a geographic area (which is different than cost of living which reflects differences in consumer costs of a geographic area). Cost of labor differentials are based on differences in the supply and demand of labor as compared to that of RCEA. For example, the cost of labor in the city of Carlsbad (where Clean Energy Alliance is headquartered) is 9.7% more than in the city of Eureka (where RCEA is

headquartered), so salaries for Clean Energy Alliance were adjusted down by 9.7% to reflect RCEA’s cost of labor. The differentials are based on data from the Economic Research Institute (ERI). More information about cost of labor is included in Appendix VI of this report.

Table 2. Comparator Agencies

Agency	Cost of Labor
1. City of Eureka	0.0%
2. Clean Energy Alliance	9.7%
3. Humboldt Bay Municipal Water District	0.0%
4. Marin Clean Energy	25.9%
5. Orange County Power Authority	12.3%
6. Peninsula Clean Energy Authority	30.1%
7. Pioneer Community Energy	10.0%
8. Silicon Valley Clean Energy Authority	31.5%
9. Sonoma Clean Power Authority	12.6%
10. Valley Clean Energy Alliance	10.3%

Data Collection

Data was collected during the months of September and October 2025, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation.

Salary data reflects 2025 pay rates for the labor market. For agencies that could not provide 2025 pay schedules, we gathered 2024 salary data from the State Controller’s office and aged the data according to regional year-over-year salary growth as reported by the Bureau of Labor Statistics. The BLS report has been included as Appendix VII of this report.

Matching Methodology

Gallagher believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on RCEA’s classification descriptions as the foundation for comparison.

When Gallagher researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at RCEA. Therefore, analyzes the overall body of work to determine an appropriate match.

Gallagher’s methodology is to utilize whole position analysis by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;

- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

When an appropriate match is not identified for one classification, Gallagher often uses “hybrids” which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at RCEA is performed by two or more classifications at a comparator agency. A “hybrid” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one class that is “smaller,” where RCEA’s class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

The Top Monthly Base Salary is reported for each benchmark classification. The average (mean) and median (midpoint) of the comparator agencies are reported; the % above or below that RCEA is compared to the average and median is also reported.

The mean is the sum of the comparator agencies’ salaries divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, Gallagher requires that there be a minimum of four (4) comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for 13 of the 14 benchmark classifications.

When using survey data to make salary range recommendations and adjustments, Gallagher recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.

Market Compensation Findings

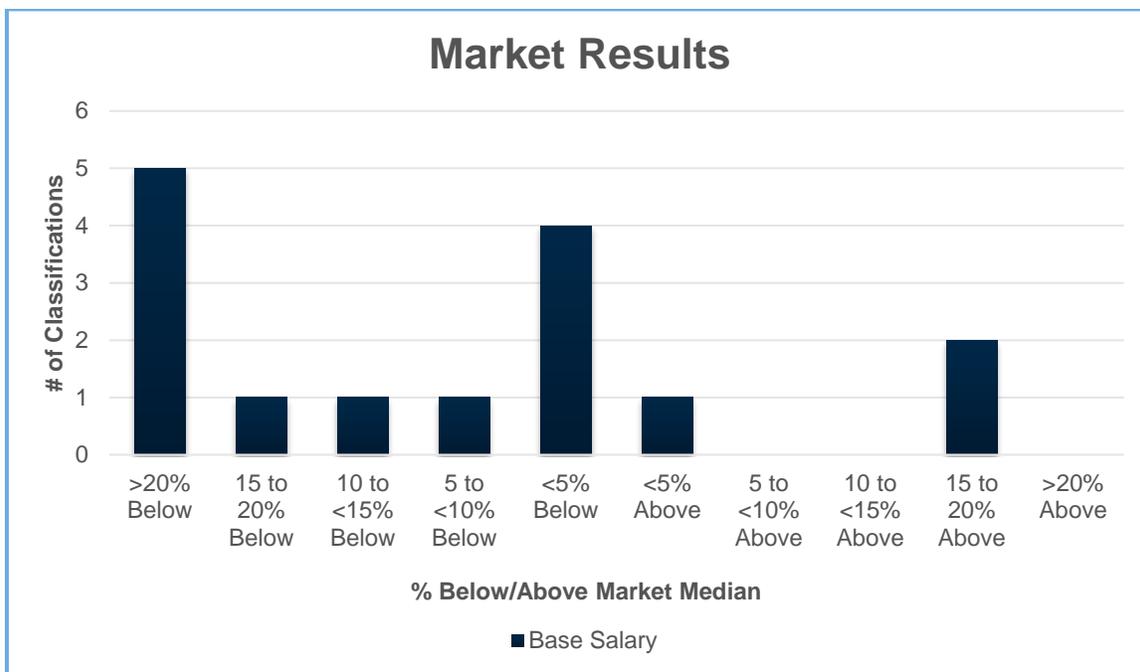
The following table represents a summary of the market top monthly base salary findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median is listed. The table is sorted by top monthly salary in descending order from the most positive percentile (above market) to the most negative (below market).

Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly % Above or Below
1. Program Specialist	6	3.21%
2. Accounting Manager	5	-0.20%
3. Data Analyst	4	-1.47%
4. Human Resources Manager	4	-3.56%
5. IT Technician	5	-4.37%

Classification Title	# of Matches	Top Monthly % Above or Below
6. Program Assistant	6	-7.49%
7. Executive Director	9	-10.07%
8. Account Services Representative	5	-16.95%
9. Regulatory and Legislative Policy Manager	8	-22.43%
10. Power Resources Manager	8	-22.89%
11. Director of Business Planning & Finance	9	-23.48%
12. Clerk of the Board/Executive Assistant	10	-29.29%
13. Director of Power Resources	5	-33.87%
14. Grant Analyst	1	Insuff.Data

Base Salary Market Results



Base salary market results show that twelve (12) classifications are paid below the market median and one (1) classification is paid above the market median.

# of Classifications	<5%	5-10%	10-15%	15-20%	>20%	Total
Below the Market Median	4	1	1	1	5	12
Above the Market Median	1	0	0	0	0	1

Generally, a classification falling within 5% of the median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy, actual scope of work, and position requirements. However, RCEA can adopt a different standard.

Internal Salary Relationships

Building from the salary levels established for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, RCEA may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing RCEA's classifications to the labor market are used when making internal salary alignment recommendations.

In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, RCEA can adopt a closer standard.
- Certain internal percentages are often applied. Those that are the most common are:
 - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
 - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
 - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the purposes of this study, Gallagher utilized market data to develop the salary recommendations for most of the benchmarked classifications and used internal equity principles to make the salary recommendations for classifications that were not benchmarked. For some benchmark classifications, the market data created problematic internal relationships, and for those Gallagher recommended utilizing internal market principles to establish the range placement recommendations. In addition, where the market created very narrow differentials between classifications within the same classification concept (e.g., Manager classifications), Gallagher elected to maintain RCEA's current practice of placing these classifications in the same salary range. Note that there may still be different ranges recommended for classifications within the same concept where the market demonstrated that the data was clustered around one salary range for some classifications and another salary range for others. An example is the Manager classification concept where the market clustered around Range 41 for most Manager-level classifications, and around Range 47 for other Manager-level classifications.

Internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and "worth" to RCEA. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past

internal relationships. It is important for RCEA management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is also important to analyze market data and internal relationships within job families as well as across the organization, and make adjustments to salary range placements, as necessary, based on the needs of the organization.

RCEA may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by RCEA to determine market indexing and salary determination.

Recommendations

Pay Philosophy

RCEA has many options regarding what type of compensation plan it wants to implement. This decision will be based on what RCEA's pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.

Fiscal realities are an important consideration as RCEA determines its pay philosophy. There may be a determination that market median is not attainable in the foreseeable future, and there may be a need to choose some other market position, for example median minus 5% or median minus 10%.

Proposed Salary Structure

Currently, RCEA has a salary structure with ranges that have a ten steps with 2.5% between each step. We have developed recommendations using this same structure. Appendix III contains the salary range structure.

It is important to note that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for COLAs to be applied to only one-dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, four ranges should represent a 10% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 5 is not exactly 10%, but it is slightly greater.

Proposed Salary Range Placements

Appendix IV illustrates the proposed salary range placement for each classification based on the market data as well as the internal relationship analysis. Gallagher also modified the current internal alignment in certain instances where it seemed warranted based on market-supported groupings and/or compaction issues.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if RCEA decides to implement annual across-the-board cost of living adjustment increases, only the salary schedule that was developed and included herein needs to be increased by the appropriate percentage, and each individual salary range will move up with this adjustment. This will ensure that the internal salary relationships are preserved, and the salary schedule remains structured and easily administered.

Options for Implementation

While RCEA may be interested in bringing all salaries to the market median, in most cases this goal may not be reached with a single adjustment. In this case, one option is to move employees into the salary range that is recommended for each class based on this market study and to the step within the new range that is closest to their

current compensation. If employees' current salaries are significantly below market so that their current compensation falls below the bottom of the newly recommended range, then larger adjustments would be needed to move those employees at least to the bottom of the new salary range.

Another option is to use a phased implementation approach. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market median should receive the greatest equity increase (separate from any cost of living increase). If a class falls within 5% of the market median, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% (or in this case, more than 20%) below the market median, a higher percentage change may be initially warranted to reduce the disparity.

For example, if RCEA decided to implement the recommendations over a three-year period, then the following guidelines could be applied for the initial increase of the three-year implementation plan:

Table 4. Three-Year Implementation Proposal

Market Disparity	% Increase
0 to 4.99%	0 to 2.49%
5.0% to 9.99%	2.5% to 4.99%
10.0% to 14.99%	5.0% to 7.49%
15.0% to 19.99%	7.5% to 9.99%
20.0% and above	10.0%

The initial first year adjustment would provide a portion of the equity increase and place the class into the closest step (but not below) where they are now. Subsequent increases would be spaced on a similar schedule (at annual intervals) based upon the remaining disparity after each adjustment.

Please note that typically, for those classes that had a market disparity of 0 to 4.99%, we recommend a 0% increase in the first year and an adjustment in the second year. Depending upon RCEA's financial situation, which will have to be reviewed before each further adjustment is made, all market disparity adjustments are intended to be completed by the third year in this example. RCEA may also consider a similar implementation plan over a longer period of time, like a five-year implementation plan.

RCEA may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain a high-quality workforce balanced with the fiscal feasibility of implementing the market data. Accordingly, we have provided two salary schedules and range placement charts in the appendices: one displays salaries using market median and the other uses median minus 10% as the market position for establishing the salary schedule and range placements.

When classifications are over market, Gallagher typically recommends Y-rating employees whose current pay exceeds the maximum of the recommended range until the market numbers "catch up" with their current salary. To Y-rate an employee means to keep the employee's salary frozen and to provide no salary increases (including no cost-of-living adjustments) until the employee's current salary is within the recommended salary range. This will result in no immediate loss of income but will delay any future increases until the incumbent's salary is within the salary range.

Other options to "freezing" a classification's salary in place until the market catches up are:

- **"Grandfathering" of salary ranges:** This means that the salary range for the classification is adjusted down to what the market numbers are. However, current incumbents would continue being paid at the current rate of pay (which would put them outside of the new and adjusted salary range for the class) until they separate from employment with RCEA. Any new-hires would be paid within the newly established salary range.

- **Single-incumbent classes:** If a class only has one incumbent, an option would be to wait until the person separates from employment with RCEA and then adjust the salary range for the class according to the market.
- **Recent hires:** Some employees who have recently been hired may still be at one of the lower steps within their current salary range. So, even if the top of their current salary range is above market, the incumbents are currently still paid below the market maximum because they are not at the top of their current salary range. In this case, an immediate salary range adjustment could be made to bring the salary range within the market. This would bring the affected incumbents either to the top of the market range or very close to it, but they would not technically be Y-rated or lose any pay.

Another option, of course, is to actually reduce salaries down to the market. However, from an employee relations perspective this may not be a viable option.

Using the Market Data as a Tool

Gallagher would like to reiterate that this report and the findings are meant to be a tool for RCEA to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and RCEA's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give RCEA an instrument to make future compensation decisions.

It has been a pleasure working with RCEA on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,

Gallagher, Formerly Koff & Associates



Kari Mercer
Senior Consultant

Appendix I

Results Summary



Insurance | Risk Management | Consulting

**Redwood Coast Energy Authority
Results Summary
October 2025**

Classification	Top Monthly Salary Data					# of Matches
	Top Monthly Salary Data	Average of comparators	% above or below	Median of comparators	% above or below	
Account Services Representative	\$ 7,222	\$ 8,887	-23.05%	\$ 8,446	-16.95%	5
Clerk of the Board/Executive Assistant	\$ 7,222	\$ 9,246	-28.02%	\$ 9,337	-29.29%	10
Data Analyst	\$ 8,536	\$ 8,672	-1.60%	\$ 8,661	-1.47%	4
Director of Business Planning & Finance	\$ 14,141	\$ 17,431	-23.27%	\$ 17,461	-23.48%	9
Director of Power Resources	\$ 14,141	\$ 19,448	-37.53%	\$ 18,931	-33.87%	5
Executive Director	\$ 20,493	\$ 27,418	-33.79%	\$ 22,556	-10.07%	9
Accounting Manager	\$ 11,312	\$ 11,752	-3.89%	\$ 11,335	-0.20%	5
Grant Analyst	\$ 8,536	Insuff.Data	Insuff.Data	Insuff.Data	Insuff.Data	1
Human Resources Manager	\$ 11,312	\$ 11,453	-1.25%	\$ 11,715	-3.56%	4
IT Technician	\$ 8,536	\$ 8,458	0.92%	\$ 8,909	-4.37%	5
Power Resources Manager	\$ 11,312	\$ 13,960	-23.41%	\$ 13,902	-22.89%	8
Program Assistant	\$ 6,253	\$ 6,194	0.95%	\$ 6,721	-7.49%	6
Program Specialist	\$ 7,222	\$ 7,296	-1.03%	\$ 6,990	3.21%	6
Regulatory and Legislative Policy Manager	\$ 9,849	\$ 12,253	-24.41%	\$ 12,058	-22.43%	8
		AVERAGE:	-15.34%	AVERAGE:	-13.30%	

Appendix II

Market Compensation Findings



Insurance | Risk Management | Consulting

Redwood Coast Energy Authority
Market Compensation Data
October 2025

Account Services Representative					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Account Services Representative	7/1/2025	Unknown	Unknown	\$ 7,222
City of Eureka	N/C				
Clean Energy Alliance	N/C				
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	Customer Programs Specialist II	1/1/2025	Unknown	Unknown	\$ 11,170
Orange County Power Authority	N/C				
Peninsula Clean Energy Authority	Account Services Analyst	10/1/2025	Unknown	Unknown	\$ 8,446
Pioneer Community Energy	Residential Coordinator	10/20/2025	Unknown	Unknown	\$ 9,344
Silicon Valley Clean Energy Authority	Senior Energy Services Specialist	1/1/2025	Unknown	Unknown	\$ 7,234
Sonoma Clean Power Authority	Senior Customer Service Representative	10/1/2025	Unknown	Unknown	\$ 8,239
Valley Clean Energy Alliance	N/C				

Base Salary Median	\$8,446
Base Salary Average	\$8,887
Percentage Above or Below Median	-16.95%
Percentage Above or Below Average	-23.05%

Total # of Matches: 5

Footnote:



Insurance | Risk Management | Consulting

Redwood Coast Energy Authority
Market Compensation Data
October 2025

Accounting Manager					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Accounting Manager	7/1/2025	Unknown	Unknown	\$ 11,312
City of Eureka	Deputy Finance Director	7/1/2025	Unknown	Unknown	\$ 9,326
Clean Energy Alliance	N/C				
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	Accounting Manager	1/1/2025	Unknown	Unknown	\$ 10,890
Orange County Power Authority	N/C				
Peninsula Clean Energy Authority	N/C				
Pioneer Community Energy	Financial and Administrative Manager	10/20/2025	Unknown	Unknown	\$ 14,881
Silicon Valley Clean Energy Authority	Manager of Finance	1/1/2025	Unknown	Unknown	\$ 12,328
Sonoma Clean Power Authority	Revenue Manager	10/1/2025	Unknown	Unknown	\$ 11,335
Valley Clean Energy Alliance	N/C				

Base Salary Median	\$11,335
Base Salary Average	\$11,752
Percentage Above or Below Median	-0.20%
Percentage Above or Below Average	-3.89%

Total # of Matches: 5

Footnote:



Insurance | Risk Management | Consulting

Redwood Coast Energy Authority
Market Compensation Data
October 2025

Clerk of the Board/Executive Assistant					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Clerk of the Board/Executive Assistant	7/1/2025	Unknown	Unknown	\$ 7,222
City of Eureka	Executive Assistant	7/1/2025	Unknown	Unknown	\$ 5,101
Clean Energy Alliance	Clerk to the Board	1/1/2025	Unknown	Unknown	\$ 11,536
Humboldt Bay Municipal Water District	Executive Assistant and Board Secretary	1/1/2025	1/1/2026	4%	\$ 7,219
Marin Clean Energy	Executive Assistant and Board Clerk	1/1/2025	Unknown	Unknown	\$ 11,170
Orange County Power Authority	Board Clerk and Assistant to the CEO	1/1/2025	Unknown	Unknown	\$ 9,447
Peninsula Clean Energy Authority	Board Clerk/Executive Assistant/Office Manager	10/1/2025	Unknown	Unknown	\$ 12,233
Pioneer Community Energy	Board Clerk/Executive Assistant	10/20/2025	Unknown	Unknown	\$ 9,228
Silicon Valley Clean Energy Authority	Senior Board Clerk/Executive Assistant	1/1/2025	Unknown	Unknown	\$ 10,850
Sonoma Clean Power Authority	Clerk of the Board	10/1/2025	Unknown	Unknown	\$ 7,170
Valley Clean Energy Alliance	Board Clerk/Administrative Analyst	1/1/2025	Unknown	Unknown	\$ 8,505

Base Salary Median	\$9,337
Base Salary Average	\$9,246
Percentage Above or Below Median	-29.29%
Percentage Above or Below Average	-28.02%

Total # of Matches: 10

Footnote:



Insurance | Risk Management | Consulting

Redwood Coast Energy Authority
Market Compensation Data
October 2025

Data Analyst					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Data Analyst	7/1/2025	Unknown	Unknown	\$ 8,536
City of Eureka	N/C				
Clean Energy Alliance	N/C				
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	Data Analyst II	1/1/2025	Unknown	Unknown	\$ 7,756
Orange County Power Authority	Data Analyst	1/1/2025	Unknown	Unknown	\$ 9,241
Peninsula Clean Energy Authority	Data Engineer	10/1/2025	Unknown	Unknown	\$ 9,611
Pioneer Community Energy	N/C				
Silicon Valley Clean Energy Authority	Associate Data Scientist	1/1/2025	Unknown	Unknown	\$ 8,082
Sonoma Clean Power Authority	N/C				
Valley Clean Energy Alliance	N/C				

Base Salary Median	\$8,661
Base Salary Average	\$8,672
Percentage Above or Below Median	-1.47%
Percentage Above or Below Average	-1.60%

Total # of Matches: 4

Footnote:



Insurance | Risk Management | Consulting

Redwood Coast Energy Authority
Market Compensation Data
October 2025

Director of Business Planning & Finance

Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Director of Business Planning & Finance	7/1/2025	Unknown	Unknown	\$ 14,141
City of Eureka	Finance Director	7/1/2025	Unknown	Unknown	\$ 12,518
Clean Energy Alliance	N/C				
Humboldt Bay Municipal Water District	Director of Finance and Human Resources	1/1/2025	1/1/2026	4%	\$ 12,105
Marin Clean Energy	Director of Finance	1/1/2025	Unknown	Unknown	\$ 16,981
Orange County Power Authority	Director of Finance and Data Analytics	1/1/2025	Unknown	Unknown	\$ 17,461
Peninsula Clean Energy Authority	Associate Director, Strategic Analysis and Rates	10/1/2025	Unknown	Unknown	\$ 12,815
Pioneer Community Energy	Director of Finance and Administration	10/20/2025	Unknown	Unknown	\$ 25,622
Silicon Valley Clean Energy Authority	CFO and Director of Administrative Services	1/1/2025	Unknown	Unknown	\$ 19,920
Sonoma Clean Power Authority	Chief Financial Officer and Treasurer	10/1/2025	Unknown	Unknown	\$ 21,235
Valley Clean Energy Alliance	Director of Finance and Internal Operations	1/1/2025	Unknown	Unknown	\$ 18,224

Base Salary Median	\$17,461
Base Salary Average	\$17,431
Percentage Above or Below Median	-23.48%
Percentage Above or Below Average	-23.27%

Total # of Matches:

9

Footnote:



Insurance | Risk Management | Consulting

Redwood Coast Energy Authority
Market Compensation Data
October 2025

Director of Power Resources					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Director of Power Resources	7/1/2025	Unknown	Unknown	\$ 14,141
City of Eureka	N/C				
Clean Energy Alliance	N/C				
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	Director of Power Origination	1/1/2025	Unknown	Unknown	\$ 16,981
Orange County Power Authority	N/C				
Peninsula Clean Energy Authority	Director of Power Resources	10/1/2025	Unknown	Unknown	\$ 18,931
Pioneer Community Energy	N/C				
Silicon Valley Clean Energy Authority	Director of Power Resources	1/1/2025	Unknown	Unknown	\$ 15,288
Sonoma Clean Power Authority	Managing Director, Power Procurement	10/1/2025	Unknown	Unknown	\$ 25,537
Valley Clean Energy Alliance	Director of Power Services	1/1/2025	Unknown	Unknown	\$ 20,502

Base Salary Median	\$18,931
Base Salary Average	\$19,448
Percentage Above or Below Median	-33.87%
Percentage Above or Below Average	-37.53%

Total # of Matches: 5

Footnote:



Insurance | Risk Management | Consulting

**Redwood Coast Energy Authority
Market Compensation Data
October 2025**

Executive Director

Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Executive Director	4/22/2024	Unknown	Unknown	\$ 20,493
City of Eureka	N/C				
Clean Energy Alliance	Chief Executive Officer	1/1/2025	Unknown	Unknown	\$ 21,870
Humboldt Bay Municipal Water District	General Manager	1/1/2025	Unknown	Unknown	\$ 18,083
Marin Clean Energy	Chief Executive Officer	1/1/2025	Unknown	Unknown	\$ 39,301
Orange County Power Authority	Chief Executive Officer	1/1/2025	Unknown	Unknown	\$ 22,556
Peninsula Clean Energy Authority	Chief Executive Officer	10/1/2025	Unknown	Unknown	\$ 22,102
Pioneer Community Energy	Chief Executive Officer	10/20/2025	Unknown	Unknown	\$ 35,877
Silicon Valley Clean Energy Authority	Chief Executive Officer	1/1/2025	Unknown	Unknown	\$ 22,874
Sonoma Clean Power Authority	Chief Executive Officer	10/1/2025	Unknown	Unknown	\$ 42,403
Valley Clean Energy Alliance	Chief Executive Officer	1/1/2025	Unknown	Unknown	\$ 21,695

Base Salary Median	\$22,556
Base Salary Average	\$27,418
Percentage Above or Below Median	-10.07%
Percentage Above or Below Average	-33.79%

Total # of Matches:

9

Footnote:



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Redwood Coast Energy Authority
Market Compensation Data
October 2025

Grant Analyst					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Grant Analyst	7/1/2025	Unknown	Unknown	\$ 8,536
City of Eureka	Program Coordinator	7/1/2025	7/1/2026	3%	\$ 6,812
Clean Energy Alliance	N/C				
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	N/C				
Orange County Power Authority	N/C				
Peninsula Clean Energy Authority	N/C				
Pioneer Community Energy	N/C				
Silicon Valley Clean Energy Authority	N/C				
Sonoma Clean Power Authority	N/C				
Valley Clean Energy Alliance	N/C				

Base Salary Median	Insuff Data
Base Salary Average	Insuff Data
Percentage Above or Below Median	Insuff Data
Percentage Above or Below Average	Insuff Data

Total # of Matches: 1

Footnote:



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Redwood Coast Energy Authority
Market Compensation Data
October 2025

Human Resources Manager

Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Human Resources Manager	7/1/2025	Unknown	Unknown	\$ 11,312
City of Eureka	Deputy HR Director	7/1/2025	Unknown	Unknown	\$ 9,326
Clean Energy Alliance	N/C	1/1/2025			\$ 11,198
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	N/C				
Orange County Power Authority	Administrative Services Manager	7/1/2025	Unknown	Unknown	\$ 13,056
Peninsula Clean Energy Authority	Human Resources Manager	10/1/2025	Unknown	Unknown	\$ 12,233
Pioneer Community Energy	N/C				
Silicon Valley Clean Energy Authority	N/C				
Sonoma Clean Power Authority	N/C				
Valley Clean Energy Alliance	N/C				

Base Salary Median	\$11,715
Base Salary Average	\$11,453
Percentage Above or Below Median	-3.56%
Percentage Above or Below Average	-1.25%

Total # of Matches: 4

Footnote:



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Redwood Coast Energy Authority
Market Compensation Data
October 2025

IT Technician					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	IT Technician	7/1/2025	Unknown	Unknown	\$ 8,536
City of Eureka	Information Technology Technician	7/1/2025	Unknown	Unknown	\$ 5,126
Clean Energy Alliance	N/C				
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	IT Analyst	1/1/2025	Unknown	Unknown	\$ 8,909
Orange County Power Authority	N/C				
Peninsula Clean Energy Authority	Senior IT Engineer	10/1/2025	Unknown	Unknown	\$ 9,611
Pioneer Community Energy	Information Technology Analyst	10/20/2025	Unknown	Unknown	\$ 9,902
Silicon Valley Clean Energy Authority	Senior IT Analyst	1/1/2025	Unknown	Unknown	\$ 8,740
Sonoma Clean Power Authority	N/C				
Valley Clean Energy Alliance	N/C				

Base Salary Median	\$8,909
Base Salary Average	\$8,458
Percentage Above or Below Median	-4.37%
Percentage Above or Below Average	0.92%

Total # of Matches: 5

Footnote:



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Redwood Coast Energy Authority
Market Compensation Data
October 2025

Power Resources Manager					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Power Resources Manager	7/1/2025	Unknown	Unknown	\$ 11,312
City of Eureka	Special Projects Manager	7/1/2025	Unknown	Unknown	\$ 9,326
Clean Energy Alliance	Procurement Manager	1/1/2025	Unknown	Unknown	\$ 14,318
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	Principal Power Procurement Manager	1/1/2025	Unknown	Unknown	\$ 14,838
Orange County Power Authority	Power Portfolio Manager	1/1/2025	Unknown	Unknown	\$ 17,397
Peninsula Clean Energy Authority	Power Resources Manager	10/1/2025	Unknown	Unknown	\$ 12,233
Pioneer Community Energy	Senior Manager, Power Resources	10/20/2025	Unknown	Unknown	\$ 17,424
Silicon Valley Clean Energy Authority	Power Resources Manager	1/1/2025	Unknown	Unknown	\$ 12,659
Sonoma Clean Power Authority	Portfolio Manager	10/1/2025	Unknown	Unknown	\$ 13,486
Valley Clean Energy Alliance	N/C				

Base Salary Median	\$13,902
Base Salary Average	\$13,960
Percentage Above or Below Median	-22.89%
Percentage Above or Below Average	-23.41%

Total # of Matches: 8

Footnote:



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**Redwood Coast Energy Authority
Market Compensation Data
October 2025**

Program Assistant					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Program Assistant	7/1/2025	Unknown	Unknown	\$ 6,253
City of Eureka	Administrative Assistant	7/1/2025	7/1/2026	3%	\$ 4,221
Clean Energy Alliance	N/C				
Humboldt Bay Municipal Water District	Accounting Technician II	1/1/2025	1/1/2026	2%	\$ 6,744
Marin Clean Energy	Internal Operations Coordinator	1/1/2025	Unknown	Unknown	\$ 6,926
Orange County Power Authority	Office Manager/Receptionist	7/1/2025	Unknown	Unknown	\$ 7,316
Peninsula Clean Energy Authority	Administrative Assistant	10/1/2025	Unknown	Unknown	\$ 6,699
Pioneer Community Energy	N/C				
Silicon Valley Clean Energy Authority	N/C				
Sonoma Clean Power Authority	Administrative Aide	10/1/2025	Unknown	Unknown	\$ 5,258
Valley Clean Energy Alliance	N/C				

Base Salary Median	\$6,721
Base Salary Average	\$6,194
Percentage Above or Below Median	-7.49%
Percentage Above or Below Average	0.95%

Total # of Matches: 6

Footnote:



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Redwood Coast Energy Authority
Market Compensation Data
October 2025

Program Specialist

Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Program Specialist	7/1/2025	Unknown	Unknown	\$ 7,222
City of Eureka	Administrative Technician II	7/1/2025	7/1/2026	3%	\$ 4,853
Clean Energy Alliance	N/C				
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	N/C				
Orange County Power Authority	Energy Program Analyst	1/1/2025	Unknown	Unknown	\$ 6,310
Peninsula Clean Energy Authority	Community Outreach Associate	10/1/2025	Unknown	Unknown	\$ 8,446
Pioneer Community Energy	[Program Specialist I/ Communications Coordinator] ¹	10/20/2025	Unknown	Unknown	\$ 10,190
Silicon Valley Clean Energy Authority	Senior Programs Specialist	1/1/2025	Unknown	Unknown	\$ 7,493
Sonoma Clean Power Authority	Program Specialist	10/1/2025	Unknown	Unknown	\$ 6,487
Valley Clean Energy Alliance	N/C				

Base Salary Median	\$6,990
Base Salary Average	\$7,296
Percentage Above or Below Median	3.21%
Percentage Above or Below Average	-1.03%

Total # of Matches: 6

Footnote:

1. Functional Hybrid - The salary displayed is the higher of the matches.



Insurance | Risk Management | Consulting

Redwood Coast Energy Authority
Market Compensation Data
October 2025

Regulatory and Legislative Policy Manager					
Agency	Classification	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Max Monthly
Redwood Coast Energy Authority	Regulatory and Legislative Policy Manager	7/1/2025	Unknown	Unknown	\$ 9,849
City of Eureka	N/C				
Clean Energy Alliance	Regulatory Analyst	1/1/2025	Unknown	Unknown	\$ 11,920
Humboldt Bay Municipal Water District	N/C				
Marin Clean Energy	Senior Legislative Manager	1/1/2025	Unknown	Unknown	\$ 14,838
Orange County Power Authority	Regulatory and Legislative Manager	1/1/2025	Unknown	Unknown	\$ 12,196
Peninsula Clean Energy Authority	[Senior Regulatory Analyst/Director of Regulatory Policy] ¹	10/1/2025	Unknown	Unknown	\$ 13,980
Pioneer Community Energy	Legislative and Regulatory Manager	10/20/2025	Unknown	Unknown	\$ 14,877
Silicon Valley Clean Energy Authority	Senior Regulatory Advisor	1/1/2025	Unknown	Unknown	\$ 10,528
Sonoma Clean Power Authority	Public Affairs and Advocacy Manager	10/1/2025	Unknown	Unknown	\$ 9,218
Valley Clean Energy Alliance	Policy Analyst-Legislative and Regulatory	10/1/2025	Unknown	Unknown	\$ 10,465

Base Salary Median	\$12,058
Base Salary Average	\$12,253
Percentage Above or Below Median	-22.43%
Percentage Above or Below Average	-24.41%

Total # of Matches: 8

Footnote:

1. Span of Responsibility Hybrid - The salary displayed is an average of the matches.

Appendix III

Proposed Salary Range Schedules

FACTORS	
Range of Step 10 Annual	\$54,225.00
Step Increase	5.00%
Range Increase	2.50%
Pay Periods per Year	26
Hours per Year	2080

Ranges derived by 10% for Median - 10% Market Position

Salary Range	Annually													Monthly													Per Pay Period													Hourly																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
1	30,894	32,439	34,011	35,764	37,522	39,340	41,401	43,471	45,645	47,927	5,275	2,703	2,838	2,980	3,129	3,286	3,440	3,623	3,804	3,994	4,184	1,247.65	1,184.35	1,156.63	1,129.25	1,102.17	1,075.51	1,049.33	1,023.63	998.49	973.71	949.44	925.65	902.34	879.51	857.16	835.29	813.90	793.00	772.58	752.64	733.17	714.26	695.89	678.05	660.74	643.95	627.67	611.90	596.64	581.88	567.62	552.85	538.57	524.78	511.48	498.66	486.32	474.45	463.04	452.08	441.57	431.50	421.87	412.67	403.89	395.52	387.55	379.97	372.78	365.96	359.51	353.42	347.68	342.29	337.24	332.53	328.15	324.08	320.22	316.56	313.18	310.08	307.24	304.65	302.31	300.11	298.04	296.09	294.26	292.54	290.93	289.43	288.03	286.72	285.50	284.37	283.32	282.34	281.43	280.58	279.79	279.05	278.37	277.74	277.15	276.60	276.09	275.61	275.16	274.74	274.34	273.96	273.60	273.26	272.94	272.64	272.35	272.07	271.80	271.54	271.29	271.05	270.82	270.60	270.39	270.19	270.00	269.81	269.63	269.45	269.28	269.11	268.95	268.79	268.63	268.48	268.33	268.18	268.03	267.88	267.73	267.58	267.43	267.28	267.13	266.98	266.83	266.68	266.53	266.38	266.23	266.08	265.93	265.78	265.63	265.48	265.33	265.18	265.03	264.88	264.73	264.58	264.43	264.28	264.13	263.98	263.83	263.68	263.53	263.38	263.23	263.08	262.93	262.78	262.63	262.48	262.33	262.18	262.03	261.88	261.73	261.58	261.43	261.28	261.13	260.98	260.83	260.68	260.53	260.38	260.23	260.08	259.93	259.78	259.63	259.48	259.33	259.18	259.03	258.88	258.73	258.58	258.43	258.28	258.13	257.98	257.83	257.68	257.53	257.38	257.23	257.08	256.93	256.78	256.63	256.48	256.33	256.18	256.03	255.88	255.73	255.58	255.43	255.28	255.13	254.98	254.83	254.68	254.53	254.38	254.23	254.08	253.93	253.78	253.63	253.48	253.33	253.18	253.03	252.88	252.73	252.58	252.43	252.28	252.13	251.98	251.83	251.68	251.53	251.38	251.23	251.08	250.93	250.78	250.63	250.48	250.33	250.18	250.03	249.88	249.73	249.58	249.43	249.28	249.13	248.98	248.83	248.68	248.53	248.38	248.23	248.08	247.93	247.78	247.63	247.48	247.33	247.18	247.03	246.88	246.73	246.58	246.43	246.28	246.13	245.98	245.83	245.68	245.53	245.38	245.23	245.08	244.93	244.78	244.63	244.48	244.33	244.18	244.03	243.88	243.73	243.58	243.43	243.28	243.13	242.98	242.83	242.68	242.53	242.38	242.23	242.08	241.93	241.78	241.63	241.48	241.33	241.18	241.03	240.88	240.73	240.58	240.43	240.28	240.13	240.00	239.85	239.70	239.55	239.40	239.25	239.10	238.95	238.80	238.65	238.50	238.35	238.20	238.05	237.90	237.75	237.60	237.45	237.30	237.15	237.00	236.85	236.70	236.55	236.40	236.25	236.10	235.95	235.80	235.65	235.50	235.35	235.20	235.05	234.90	234.75	234.60	234.45	234.30	234.15	234.00	233.85	233.70	233.55	233.40	233.25	233.10	232.95	232.80	232.65	232.50	232.35	232.20	232.05	231.90	231.75	231.60	231.45	231.30	231.15	231.00	230.85	230.70	230.55	230.40	230.25	230.10	230.00	229.85	229.70	229.55	229.40	229.25	229.10	228.95	228.80	228.65	228.50	228.35	228.20	228.05	227.90	227.75	227.60	227.45	227.30	227.15	227.00	226.85	226.70	226.55	226.40	226.25	226.10	225.95	225.80	225.65	225.50	225.35	225.20	225.05	224.90	224.75	224.60	224.45	224.30	224.15	224.00	223.85	223.70	223.55	223.40	223.25	223.10	222.95	222.80	222.65	222.50	222.35	222.20	222.05	221.90	221.75	221.60	221.45	221.30	221.15	221.00	220.85	220.70	220.55	220.40	220.25	220.10	220.00	219.85	219.70	219.55	219.40	219.25	219.10	218.95	218.80	218.65	218.50	218.35	218.20	218.05	217.90	217.75	217.60	217.45	217.30	217.15	217.00	216.85	216.70	216.55	216.40	216.25	216.10	215.95	215.80	215.65	215.50	215.35	215.20	215.05	214.90	214.75	214.60	214.45	214.30	214.15	214.00	213.85	213.70	213.55	213.40	213.25	213.10	212.95	212.80	212.65	212.50	212.35	212.20	212.05	211.90	211.75	211.60	211.45	211.30	211.15	211.00	210.85	210.70	210.55	210.40	210.25	210.10	210.00	209.85	209.70	209.55	209.40	209.25	209.10	208.95	208.80	208.65	208.50	208.35	208.20	208.05	207.90	207.75	207.60	207.45	207.30	207.15	207.00	206.85	206.70	206.55	206.40	206.25	206.10	205.95	205.80	205.65	205.50	205.35	205.20	205.05	204.90	204.75	204.60	204.45	204.30	204.15	204.00	203.85	203.70	203.55	203.40	203.25	203.10	202.95	202.80	202.65	202.50	202.35	202.20	202.05	201.90	201.75	201.60	201.45	201.30	201.15	201.00	200.85	200.70	200.55	200.40	200.25	200.10	200.00	199.85	199.70	199.55	199.40	199.25	199.10	198.95	198.80	198.65	198.50	198.35	198.20	198.05	197.90	197.75	197.60	197.45	197.30	197.15	197.00	196.85	196.70	196.55	196.40	196.25	196.10	195.95	195.80	195.65	195.50	195.35	195.20	195.05	194.90	194.75	194.60	194.45	194.30	194.15	194.00	193.85	193.70	193.55	193.40	193.25	193.10	192.95	192.80	192.65	192.50	192.35	192.20	192.05	191.90	191.75	191.60	191.45	191.30	191.15	191.00	190.85	190.70	190.55	190.40	190.25	190.10	190.00	189.85	189.70	189.55	189.40	189.25	189.10	188.95	188.80	188.65	188.50	188.35	188.20	188.05	187.90	187.75	187.60	187.45	187.30	187.15	187.00	186.85	186.70	186.55	186.40	186.25	186.10	185.95	185.80	185.65	185.50	185.35	185.20	185.05	184.90	184.75	184.60	184.45	184.30	184.15	184.00	183.85	183.70	183.55	183.40	183.25	183.10	182.95	182.80	182.65	182.50	182.35	182.20	182.05	181.90	181.75	181.60	181.45	181.30	181.15	181.00	180.85	180.70	180.55	180.40	180.25	180.10	180.00	179.85	179.70	179.55	179.40	179.25	179.10	178.95	178.80	178.65	178.50	178.35	178.20	178.05	177.90	177.75	177.60	177.45	177.30	177.15	177.00	176.85	176.70	176.55	176.40	176.25	176.10	175.95	175.80	175.65	175.50	175.35	175.20	175.05	174.90	174.75	174.60	174.45	174.30	174.15	174.00	173.85	173.70	173.55	173.40	173.25	173.10	172.95	172.80	172.65	172.50	172.35	172.20	172.05	171.90	171.75	171.60	171.45	171.30	171.15	171.00	170.85	170.70	170.55	170.40	170.25	170.10	170.00	169.85	169.70	169.55	169.40	169.25	169.10	168.95	168.80	168.65	168.50	168.35	168.20	168.05	167.90	167.75	167.60	167.45	167.30	167.15	167.00	166.85	166.70	166.55	166.40	166.25	166.10	165.95	165.80	165.65	165.50	165.35	165.20	165.05	164.90	164.75	164.60	164.45	164.30	164.15	164.00	163.85	163.70	163.55	163.40	163.25	163.10	162.95	162.80	162.65	162.50	162.35	162.20	162.05	161.90	161.75	161.60	161.45	161.30	161.15	161.00	160.85	160.70	160.55	160.40	160.25	160.10	160.00	159.85	159.70	159.55	159.40	159.25	159.10	158.95	158.80	158.65	158.50	158.35	158.20	158.05	157.90	157.75	157.60	157.45	157.30	157.15	157.00	156.85	156.70	156.55	156.40	156.25	156.10	155.95	155.80	155.65	155.50	155.35	155.20	155.05	154.90	154.75	154.60	154.45	154.30	154.15	154.00	153.85	153.70	153.55	153.40	153.25	153.10	152.95	152.80	152.65	152.50	152.35	152.20	152.05	151.90	151.75	151.60	151.45	151.30	151.15	151.00	150.85	150.70	150.55	150.40	150.25	150.10	150.00	149.85	149.70	149.55	149.40	149.25	149.10	148.95	148.80	148.65	148.50	148.35	148.20	148.05	147.90	147.75	147.60	147.45	147.30	147.15	147.00	146.85	146.70	146.55	146.40	146.25	146.10	145.95	145.80	145.65	145.50	145.35	145.20	145.05	144.90	144.75	144.60	144.45	144.30	144.15	144.00	143.85	143.70	143.55	143.40	143.25	143.10	142.95	142.80	142.65	142.50	142.35	142.20	142.05	141.90	141.75	141.60	141.45	141.30	141.15	141.00	140.85	140.70	140.55	140.40	140.25	140.10	140.00	139.85	139.70	139.55	139.40	139.25	139.10	138.95	138.80	138.65	138.50	138.35	138.20	138.05	137.90	137.75	137.60	137.45	137.30	137.15	137.00	136.85	136.70	136.55	136.40	136.25	136.10	135.95	135.80	135.65	135.50	135.35	135.20	135.05	134.90	134.75	134.60	134.45	134.30	134.15	134.00	133.85	133.70	133.55	133.40	133.25	1

Redwood Coast Energy Authority
 Proposed Salary Plan
 Median -10% Market Position
 October 2025

Salary Range	Annually										Monthly										Per Pay Period										Hourly									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
93	299,852	314,530	330,256	346,769	364,107	382,313	401,428	421,500	442,575	464,703	24,963	26,211	27,521	28,897	30,342	31,859	33,452	35,125	36,881	38,725	11,521.23	12,097.29	12,702.16	13,337.26	14,004.13	14,704.33	15,439.55	16,211.53	17,022.10	17,873.21	144.62	151.22	158.78	166.72	175.05	183.85	192.99	202.64	212.78	223.42
94	307,041	322,393	338,512	355,438	373,210	391,870	411,464	432,037	453,639	476,321	25,557	26,866	28,209	29,620	31,101	32,656	34,286	36,003	37,803	39,693	11,809.26	12,399.72	13,019.71	13,670.69	14,354.23	15,071.94	15,825.54	16,616.81	17,447.66	18,320.04	147.62	155.00	162.75	170.88	179.43	188.40	197.82	207.71	218.10	229.00
95	314,717	330,453	346,975	364,324	382,540	401,667	421,751	442,838	464,980	488,229	26,226	27,538	28,915	30,360	31,878	33,472	35,146	36,903	38,748	40,686	12,104.49	12,709.72	13,345.20	14,012.46	14,713.08	15,448.74	16,221.18	17,032.23	17,883.85	18,778.04	151.31	158.87	166.82	175.16	183.91	193.11	202.76	212.90	223.55	234.73
96	322,585	338,714	355,650	373,432	392,104	411,709	432,294	453,909	476,605	500,435	26,882	28,226	29,637	31,119	32,675	34,309	36,025	37,826	39,717	41,703	12,407.10	13,027.46	13,678.83	14,362.77	15,080.91	15,834.96	16,626.71	17,458.04	18,330.94	19,247.49	155.09	162.84	170.99	179.53	188.51	197.94	207.83	218.23	229.14	240.59
97	330,649	347,182	364,541	382,768	401,906	422,002	443,102	465,267	488,520	512,946	27,554	28,932	30,376	31,897	33,492	35,167	36,925	38,771	40,710	42,746	12,717.28	13,353.15	14,020.80	14,721.84	15,457.93	16,230.83	17,042.37	17,894.49	18,789.22	19,728.68	158.97	166.91	175.26	184.02	193.22	202.89	213.03	223.68	234.87	246.61
98	338,916	355,861	373,654	392,337	411,954	432,552	454,179	476,888	500,733	525,769	28,243	29,655	31,138	32,695	34,329	36,046	37,848	39,741	41,728	43,814	13,035.21	13,686.97	14,371.32	15,089.89	15,844.38	16,636.60	17,468.43	18,341.85	19,258.95	20,221.89	162.94	171.09	179.64	188.62	198.05	207.96	218.36	229.27	240.74	252.77
99	347,388	364,758	382,996	402,146	422,253	443,365	465,534	488,810	513,251	538,913	28,949	30,396	31,916	33,512	35,188	36,947	38,794	40,734	42,771	44,909	13,361.09	14,029.15	14,730.61	15,467.14	16,240.49	17,052.52	17,905.14	18,800.40	19,740.42	20,727.44	167.01	175.36	184.13	193.34	203.01	213.16	223.81	235.01	246.76	259.09
100	356,073	373,877	392,571	412,196	432,809	454,450	477,172	501,031	526,082	552,386	29,673	31,156	32,714	34,350	36,067	37,871	39,764	41,753	43,840	46,032	13,695.12	14,379.88	15,098.87	15,853.61	16,646.50	17,478.63	18,352.77	19,270.41	20,233.93	21,245.63	171.19	179.75	188.74	198.17	208.08	218.49	229.41	240.88	252.92	265.57

FACTORS	
Range of Safety Annual	\$60,250.00
Step Increase	5.00%
Range Increase	2.50%
Pay Periods per Year	26
Hours per Year	2080

Salary Range	Annually																										Monthly										Per Pay Period										Hourly																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30	Step 31	Step 32	Step 33	Step 34	Step 35	Step 36	Step 37	Step 38	Step 39	Step 40	Step 41	Step 42	Step 43	Step 44	Step 45	Step 46	Step 47	Step 48	Step 49	Step 50																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
1	34,327	36,043	37,845	39,738	41,728	43,811	46,001	48,301	50,716	53,252	55,914	58,707	61,638	64,704	67,904	71,245	74,725	78,343	82,100	86,005	90,068	94,290	98,671	103,212	107,924	112,808	117,865	123,097	128,507	134,097	139,878	145,852	152,022	158,391	164,962	171,738	178,723	185,920	193,333	200,966	208,832	216,935	225,279	233,867	242,703	251,791	261,135	270,741	280,614	290,760	301,184	311,892	322,891	334,188	345,790	357,694	369,908	382,439	395,294	408,471	421,978	435,823	450,014	464,560	479,471	494,755	510,421	526,478	542,935	559,802	577,089	594,806	612,954	631,542	650,580	670,078	690,046	710,494	731,432	752,870	774,808	797,256	820,214	843,692	867,700	892,248	917,346	942,944	969,052	995,680	1,022,838	1,050,536	1,078,784	1,107,592	1,136,960	1,166,898	1,197,416	1,228,514	1,260,202	1,292,490	1,325,388	1,358,906	1,393,044	1,427,812	1,463,220	1,500,278	1,538,006	1,576,414	1,615,512	1,655,310	1,695,818	1,737,046	1,778,994	1,821,672	1,865,090	1,909,258	1,954,186	2,000,000	2,050,000	2,100,000	2,150,000	2,200,000	2,250,000	2,300,000	2,350,000	2,400,000	2,450,000	2,500,000	2,550,000	2,600,000	2,650,000	2,700,000	2,750,000	2,800,000	2,850,000	2,900,000	2,950,000	3,000,000	3,050,000	3,100,000	3,150,000	3,200,000	3,250,000	3,300,000	3,350,000	3,400,000	3,450,000	3,500,000	3,550,000	3,600,000	3,650,000	3,700,000	3,750,000	3,800,000	3,850,000	3,900,000	3,950,000	4,000,000	4,050,000	4,100,000	4,150,000	4,200,000	4,250,000	4,300,000	4,350,000	4,400,000	4,450,000	4,500,000	4,550,000	4,600,000	4,650,000	4,700,000	4,750,000	4,800,000	4,850,000	4,900,000	4,950,000	5,000,000	5,050,000	5,100,000	5,150,000	5,200,000	5,250,000	5,300,000	5,350,000	5,400,000	5,450,000	5,500,000	5,550,000	5,600,000	5,650,000	5,700,000	5,750,000	5,800,000	5,850,000	5,900,000	5,950,000	6,000,000	6,050,000	6,100,000	6,150,000	6,200,000	6,250,000	6,300,000	6,350,000	6,400,000	6,450,000	6,500,000	6,550,000	6,600,000	6,650,000	6,700,000	6,750,000	6,800,000	6,850,000	6,900,000	6,950,000	7,000,000	7,050,000	7,100,000	7,150,000	7,200,000	7,250,000	7,300,000	7,350,000	7,400,000	7,450,000	7,500,000	7,550,000	7,600,000	7,650,000	7,700,000	7,750,000	7,800,000	7,850,000	7,900,000	7,950,000	8,000,000	8,050,000	8,100,000	8,150,000	8,200,000	8,250,000	8,300,000	8,350,000	8,400,000	8,450,000	8,500,000	8,550,000	8,600,000	8,650,000	8,700,000	8,750,000	8,800,000	8,850,000	8,900,000	8,950,000	9,000,000	9,050,000	9,100,000	9,150,000	9,200,000	9,250,000	9,300,000	9,350,000	9,400,000	9,450,000	9,500,000	9,550,000	9,600,000	9,650,000	9,700,000	9,750,000	9,800,000	9,850,000	9,900,000	9,950,000	10,000,000	10,050,000	10,100,000	10,150,000	10,200,000	10,250,000	10,300,000	10,350,000	10,400,000	10,450,000	10,500,000	10,550,000	10,600,000	10,650,000	10,700,000	10,750,000	10,800,000	10,850,000	10,900,000	10,950,000	11,000,000	11,050,000	11,100,000	11,150,000	11,200,000	11,250,000	11,300,000	11,350,000	11,400,000	11,450,000	11,500,000	11,550,000	11,600,000	11,650,000	11,700,000	11,750,000	11,800,000	11,850,000	11,900,000	11,950,000	12,000,000	12,050,000	12,100,000	12,150,000	12,200,000	12,250,000	12,300,000	12,350,000	12,400,000	12,450,000	12,500,000	12,550,000	12,600,000	12,650,000	12,700,000	12,750,000	12,800,000	12,850,000	12,900,000	12,950,000	13,000,000	13,050,000	13,100,000	13,150,000	13,200,000	13,250,000	13,300,000	13,350,000	13,400,000	13,450,000	13,500,000	13,550,000	13,600,000	13,650,000	13,700,000	13,750,000	13,800,000	13,850,000	13,900,000	13,950,000	14,000,000	14,050,000	14,100,000	14,150,000	14,200,000	14,250,000	14,300,000	14,350,000	14,400,000	14,450,000	14,500,000	14,550,000	14,600,000	14,650,000	14,700,000	14,750,000	14,800,000	14,850,000	14,900,000	14,950,000	15,000,000	15,050,000	15,100,000	15,150,000	15,200,000	15,250,000	15,300,000	15,350,000	15,400,000	15,450,000	15,500,000	15,550,000	15,600,000	15,650,000	15,700,000	15,750,000	15,800,000	15,850,000	15,900,000	15,950,000	16,000,000	16,050,000	16,100,000	16,150,000	16,200,000	16,250,000	16,300,000	16,350,000	16,400,000	16,450,000	16,500,000	16,550,000	16,600,000	16,650,000	16,700,000	16,750,000	16,800,000	16,850,000	16,900,000	16,950,000	17,000,000	17,050,000	17,100,000	17,150,000	17,200,000	17,250,000	17,300,000	17,350,000	17,400,000	17,450,000	17,500,000	17,550,000	17,600,000	17,650,000	17,700,000	17,750,000	17,800,000	17,850,000	17,900,000	17,950,000	18,000,000	18,050,000	18,100,000	18,150,000	18,200,000	18,250,000	18,300,000	18,350,000	18,400,000	18,450,000	18,500,000	18,550,000	18,600,000	18,650,000	18,700,000	18,750,000	18,800,000	18,850,000	18,900,000	18,950,000	19,000,000	19,050,000	19,100,000	19,150,000	19,200,000	19,250,000	19,300,000	19,350,000	19,400,000	19,450,000	19,500,000	19,550,000	19,600,000	19,650,000	19,700,000	19,750,000	19,800,000	19,850,000	19,900,000	19,950,000	20,000,000	20,050,000	20,100,000	20,150,000	20,200,000	20,250,000	20,300,000	20,350,000	20,400,000	20,450,000	20,500,000	20,550,000	20,600,000	20,650,000	20,700,000	20,750,000	20,800,000	20,850,000	20,900,000	20,950,000	21,000,000	21,050,000	21,100,000	21,150,000	21,200,000	21,250,000	21,300,000	21,350,000	21,400,000	21,450,000	21,500,000	21,550,000	21,600,000	21,650,000	21,700,000	21,750,000	21,800,000	21,850,000	21,900,000	21,950,000	22,000,000	22,050,000	22,100,000	22,150,000	22,200,000	22,250,000	22,300,000	22,350,000	22,400,000	22,450,000	22,500,000	22,550,000	22,600,000	22,650,000	22,700,000	22,750,000	22,800,000	22,850,000	22,900,000	22,950,000	23,000,000	23,050,000	23,100,000	23,150,000	23,200,000	23,250,000	23,300,000	23,350,000	23,400,000	23,450,000	23,500,000	23,550,000	23,600,000	23,650,000	23,700,000	23,750,000	23,800,000	23,850,000	23,900,000	23,950,000	24,000,000	24,050,000	24,100,000	24,150,000	24,200,000	24,250,000	24,300,000	24,350,000	24,400,000	24,450,000	24,500,000	24,550,000	24,600,000	24,650,000	24,700,000	24,750,000	24,800,000	24,850,000	24,900,000	24,950,000	25,000,000	25,050,000	25,100,000	25,150,000	25,200,000	25,250,000	25,300,000	25,350,000	25,400,000	25,450,000	25,500,000	25,550,000	25,600,000	25,650,000	25,700,000	25,750,000	25,800,000	25,850,000	25,900,000	25,950,000	26,000,000	26,050,000	26,100,000	26,150,000	26,200,000	26,250,000	26,300,000	26,350,000	26,400,000	26,450,000	26,500,000	26,550,000	26,600,000	26,650,000	26,700,000	26,750,000	26,800,000	26,850,000	26,900,000	26,950,000	27,000,000	27,050,000	27,100,000	27,150,000	27,200,000	27,250,000	27,300,000	27,350,000	27,400,000	27,450,000	27,500,000	27,550,000	27,600,000	27,650,000	27,700,000	27,750,000	27,800,000	27,850,000	27,900,000	27,950,000	28,000,000	28,050,000	28,100,000	28,150,000	28,200,000	28,250,000	28,300,000	28,350,000	28,400,000	28,450,000	28,500,000	28,550,000	28,600,000	28,650,000	28,700,000	28,750,000	28,800,000	28,850,000	28,900,000	28,950,000	29,000,000	29,050,000	29,100,000	29,150,000	29,200,000	29,250,000	29,300,000	29,350,000	29,400,000	29,450,000	29,500,000	29,550,000	29,600,000	29,650,000	29,700,000	29,750,000	29,800,000	29,850,000	29,900,000	29,950,000	30,000,000	30,050,000	30,100,000	30,150,000	30,200,000	30,250,000	30,300,000	30,350,000	30,400,000	30,450,000	30,500,000	30,550,000	30,600,000	30,650,000	30,700,000	30,750,000	30,800,000	30,850,000	30,900,000	30,950,000	31,000,000	31,050,000	31,100,000	31,150,000	31,200,000	31,250,000	31,300,000	31,350,000	31,400,000	31,450,000	31,500,000	31,550,000	31,600,000	31,650,000	31,700,000	31,750,000	31,800,000	31,850,000	31,900,000	31,950,000	32,000,000	32,050,000	32,100,000	32,150,000	32,200,000	32,250,000	32,300,000	32,350,000	32,400,000	32,450,000	32,500,000	32,550,000	32,600,000	32,650,000	32,700,000	32,750,000	32,800,000	32,850,000	32,900,000	32,950,000	33,000,000	33,050,000	33,100,000	33,150,000	33,200,000	33,250,000	33,300,000	33,350,000	33,400,000	33,450,000	33,500,000	33,550,000	33,600,000	33,650,000	33,700,000	33,750,000	33,800,000	33,850,000	33,900,000	33,950,000	34,000,000	34,050,000	34,100,000	34,150,000	34,200,000	34,250,000	34,300,000	34,350,000	34,400,000	34,450,000	34,500,000	34,550,000	34,600,000	34,650,000	34,700,000	34,750,000	34,800,000	34,850,000	34,900,000	34,950,000	35,

Salary Range	Annually										Monthly										Per Pay Period										Hourly									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
93	332,836	349,477	366,951	385,299	404,564	424,792	446,031	468,333	491,750	516,337	27,736	29,123	30,579	32,108	33,714	35,399	37,169	39,028	40,979	43,028	12,801.37	13,441.43	14,113.51	14,819.19	15,560.14	16,338.15	17,155.05	18,012.81	18,913.45	19,859.12	160.02	168.02	176.42	185.24	194.50	204.23	214.44	225.16	236.42	248.23
94	341,156	358,214	376,125	394,931	414,678	435,412	457,182	480,041	504,043	529,246	28,430	29,851	31,344	32,911	34,556	36,284	38,099	40,003	42,004	44,104	13,121.40	13,777.47	14,468.34	15,189.69	15,949.14	16,746.60	17,583.93	18,463.13	19,386.28	20,355.60	164.02	172.22	180.83	189.87	199.36	209.33	219.80	230.79	242.33	254.44
95	349,685	367,170	385,528	404,804	425,045	446,297	468,612	492,042	516,644	542,477	29,140	30,597	32,127	33,734	35,420	37,191	39,051	41,004	43,054	45,206	13,449.43	14,121.91	14,828.00	15,569.40	16,347.87	17,165.27	18,023.53	18,924.71	19,870.94	20,864.49	168.12	176.52	185.35	194.62	204.35	214.57	225.29	236.56	248.39	260.81
96	359,427	376,349	395,166	414,925	435,671	457,454	480,327	504,343	529,561	556,039	29,869	31,362	32,931	34,577	36,306	38,121	40,027	42,029	44,130	46,337	13,785.67	14,474.95	15,196.70	15,958.64	16,756.57	17,594.40	18,474.12	19,397.62	20,367.71	21,386.10	172.32	180.94	189.98	199.48	209.46	219.93	230.93	242.47	254.60	267.33
97	367,388	385,758	405,045	425,298	446,563	468,891	492,335	516,862	542,500	569,340	30,616	32,146	33,754	35,441	37,214	39,074	41,028	43,079	45,233	47,496	14,130.31	14,836.83	15,578.67	16,357.60	17,175.48	18,034.26	18,935.97	19,882.77	20,876.91	21,920.75	176.63	185.46	194.73	204.47	214.69	225.43	236.70	248.53	260.96	274.01
98	376,573	395,401	415,172	435,930	457,727	480,613	504,644	529,876	556,370	584,186	31,381	32,950	34,598	36,328	38,144	40,051	42,054	44,156	46,364	48,682	14,483.57	15,207.75	15,968.14	16,766.54	17,604.87	18,485.11	19,409.37	20,379.84	21,398.83	22,468.77	181.04	190.10	199.60	209.58	220.06	231.06	242.62	254.75	267.49	280.86
99	385,987	405,287	425,551	446,828	469,170	492,628	517,260	543,123	570,279	598,793	32,166	33,774	35,463	37,236	39,097	41,052	43,105	45,260	47,523	49,899	14,845.66	15,587.94	16,367.34	17,185.71	18,044.99	18,947.24	19,894.60	20,889.33	21,933.80	23,030.49	185.57	194.85	204.59	214.82	225.56	236.84	248.68	261.12	274.17	287.88
100	395,637	415,419	436,190	457,996	480,899	504,944	530,191	556,701	584,536	613,763	32,970	34,618	36,349	38,167	40,075	42,079	44,183	46,392	48,711	51,147	15,216.80	15,977.64	16,776.52	17,615.35	18,496.12	19,420.82	20,391.97	21,411.57	22,482.15	23,606.25	190.21	199.72	209.71	220.19	231.20	242.76	254.90	267.64	281.03	295.08

Appendix IV

Salary Range Placement Recommendations

Redwood Coast Energy Authority
Proposed Salary Placement
Median -10% Market Position

Class Title	Former Title	Current Maximum Monthly	% from Top Monthly Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary (Based on Median - 10% Market Position)	Percent Difference	Study Benchmark	Rationale
Account Services Manager	Account Services Manager	\$ 9,849			41	\$10,724	8.9%		Align with Regulatory and Legislative Policy Manager
Account Services Representative	Program Specialist	\$ 7,222	-16.95%	\$8,446	27	\$7,590	5.1%	X	Market placement
Accounting Manager	Senior Finance Manager	\$ 11,312	-0.20%	\$11,335	41	\$10,724	-5.2%	X	Align with Regulatory and Legislative Policy Manager
Clerk of the Board/Executive Assistant	Executive Support Specialist & Clerk of the Board	\$ 7,222	-29.29%	\$9,337	31	\$8,378	16.0%	X	Market placement
Community Strategies Manager	Community Strategies Manager	\$ 9,849			41	\$10,724	8.9%		Align with Regulatory and Legislative Policy Manager
Contracts and Grants Manager	Senior Contracts and Grants Manager	\$ 11,312			41	\$10,724	-5.2%		Align with Regulatory and Legislative Policy Manager
Data Analyst	Analyst	\$ 8,536	-1.47%	\$8,661	33	\$8,802	3.1%	X	10% above IT Technician
Data Technician	Analyst	\$ 8,536			29	\$7,974	-6.6%		10% below Data Analyst
Deputy Executive Director	Deputy Executive Director	\$ 14,141			60	\$17,144	21.2%		Align with Director of Power Resources
Director of Business Planning & Finance	Director of Business Planning & Finance	\$ 14,141	-23.48%	\$17,461	56	\$15,531	9.8%	X	Market placement
Director of Demand Side Management	Director of Demand Side Management	\$ 14,141			56	\$15,531	9.8%		Maintain alignment with Director of Business
Director of Power Resources	Director of Power Resources	\$ 14,141	-33.87%	\$18,931	60	\$17,144	21.2%	X	Market placement
DSM Programs Manager	DSM Programs Manager	\$ 9,849			41	\$10,724	8.9%		Align with Regulatory and Legislative Policy Manager
Executive Director	Executive Director	\$ 20,493	-10.07%	\$22,557	67	\$20,379	-0.6%	X	Market placement
Grant Analyst	Analyst	\$ 8,536	Insuff. Data		33	\$8,802	3.1%	X	Align with Data Analyst
Human Resources Manager	Senior Human Resources Manager	\$ 11,312	-3.56%	\$11,715	41	\$10,724	-5.2%	X	Align with Regulatory and Legislative Policy Manager
IT Technician	IT Technician	\$ 8,536	-4.37%	\$8,909	29	\$7,974	-6.6%	X	Market placement
Power Resources Manager	Senior Power Resources Manager	\$ 11,312	-22.89%	\$13,901	47	\$12,436	9.9%	X	Market placement
Program Analyst	Senior Technician	\$ 9,804			33	\$8,802	-10.2%		Align with Data Analyst
Program Assistant	Coordinator	\$ 6,253	-7.49%	\$6,721	18	\$6,077	-2.8%	X	Market placement
Program Coordinator	Coordinator	\$ 6,253			23	\$6,876	10.0%		5% below Program Specialist
Program Specialist	Program Specialist	\$ 7,222	3.21%	\$6,990	27	\$7,590	5.1%	X	15% below Program Analyst
Regulatory and Legislative Policy Manager	Regulatory and Legislative Policy Manager	\$ 9,849	-22.43%	\$12,058	41	\$10,724	8.9%	X	Market placement
REN Portfolio Administrator	Senior REN Portfolio Manager	\$ 11,312			47	\$12,436	9.9%		Maintain alignment with Power Resources Manager

Redwood Coast Energy Authority
Proposed Salary Placement



Class Title	Former Title	Current Maximum Monthly	% from Top Monthly Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Account Services Manager	Account Services Manager	\$ 9,849			41	\$11,915	21.0%		Align with Regulatory and Legislative Policy Manager
Account Services Representative	Program Specialist	\$ 7,222	-16.95%	\$8,446	27	\$8,433	16.8%	X	Market placement
Accounting Manager	Senior Finance Manager	\$ 11,312	-0.20%	\$11,335	41	\$11,915	5.3%	X	Align with Regulatory and Legislative Policy Manager
Clerk of the Board/Executive Assistant	Executive Support Specialist & Clerk of the Board	\$ 7,222	-29.29%	\$9,337	31	\$9,308	28.9%	X	Market placement
Community Strategies Manager	Community Strategies Manager	\$ 9,849			41	\$11,915	21.0%		Align with Regulatory and Legislative Policy Manager
Contracts and Grants Manager	Senior Contracts and Grants Manager	\$ 11,312			41	\$11,915	5.3%		Align with Regulatory and Legislative Policy Manager
Data Analyst	Analyst	\$ 8,536	-1.47%	\$8,661	33	\$9,780	14.6%	X	10% above IT Technician
Data Technician	Analyst	\$ 8,536			29	\$8,860	3.8%		10% below Data Analyst
Deputy Executive Director	Deputy Executive Director	\$ 14,141			60	\$19,049	34.7%		Align with Director of Power Resources
Director of Business Planning & Finance	Director of Business Planning & Finance	\$ 14,141	-23.48%	\$17,461	56	\$17,257	22.0%	X	Market placement
Director of Demand Side Management	Director of Demand Side Management	\$ 14,141			56	\$17,257	22.0%		Maintain alignment with Director of Business Planning and Finance
Director of Power Resources	Director of Power Resources	\$ 14,141	-33.87%	\$18,931	60	\$19,049	34.7%	X	Market placement
DSM Programs Manager	DSM Programs Manager	\$ 9,849			41	\$11,915	21.0%		Align with Regulatory and Legislative Policy Manager
Executive Director	Executive Director	\$ 20,493	-10.07%	\$22,557	67	\$22,643	10.5%	X	Market placement
Grant Analyst	Analyst	\$ 8,536	Insuff.Data		33	\$9,780	14.6%	X	Align with Data Analyst
Human Resources Manager	Senior Human Resources Manager	\$ 11,312	-3.56%	\$11,715	41	\$11,915	5.3%	X	Align with Regulatory and Legislative Policy Manager
IT Technician	IT Technician	\$ 8,536	-4.37%	\$8,909	29	\$8,860	3.8%	X	Market placement
Power Resources Manager	Senior Power Resources Manager	\$ 11,312	-22.89%	\$13,901	47	\$13,818	22.2%	X	Market placement
Program Analyst	Senior Technician	\$ 9,804			33	\$9,780	-0.2%		Align with Data Analyst
Program Assistant	Coordinator	\$ 6,253	-7.49%	\$6,721	18	\$6,752	8.0%	X	Market placement
Program Coordinator	Coordinator	\$ 6,253			23	\$7,640	22.2%		5% below Program Specialist
Program Specialist	Program Specialist	\$ 7,222	3.21%	\$6,990	27	\$8,433	16.8%	X	15% below Program Analyst
Regulatory and Legislative Policy Manager	Regulatory and Legislative Policy Manager	\$ 9,849	-22.43%	\$12,058	41	\$11,915	21.0%	X	Market placement
REN Portfolio Administrator	Senior REN Portfolio Manager	\$ 11,312			47	\$13,818	22.2%		Maintain alignment with Power Resources Manager

Appendix V

Vacation Accrual Information



Insurance | Risk Management | Consulting

**Redwood Coast Energy Authority
Comparator Vacation Leave Accruals**

Agency	Vacation Leave Accrual
Redwood Coast Energy Authority	
Humboldt Bay Municipal Water District	<p>Employees receive 10 vacation days per year initially. After 4 years of service: 15 vacation days per year. After 10 years: 20 vacation days per year. From years 16 to 20: one additional vacation day per year. After 20 years: 25 vacation days per year.</p>
Silicon Valley Clean Energy (SVCE)	<p>Employees accrue 160 hours of Paid Time Off (PTO) bi-weekly during the first year. PTO includes vacation, sick, and other leave. After the first year: 8 additional hours granted annually, up to the tenth year. PTO can be carried over up to twice the annual accrual. Exempt employees receive 40 hours of Management Leave annually, which does not carry over.</p>
Pioneer Community Energy	<p>Vacation accrual based on years of service: 0–2 years: 10 days annually (max accrual 20 days) 3–4 years: 12 days annually (max accrual 24 days) 5–9 years: 15 days annually (max accrual 30 days) 10–19 years: 20 days annually (max accrual 40 days) 20+ years: 25 days annually (max accrual 50 days) Management employees receive 80 hours of Management Leave annually, which may be taken as vacation and is cashed out if unused.</p>
City of Eureka – Teamsters Local 137	<p>Vacation accrual based on years of service: 1st–2nd year: 12 working days per year 3rd–4th year: 13 working days per year 5th–6th year: 14 working days per year 7th–8th year: 16 working days per year 9th–10th year: 17 working days per year 11th–12th year: 18 working days per year 13th–14th year: 19 working days per year 15th–16th year: 20 working days per year 17th–18th year: 21 working days per year 19+ years: 22 working days per year Vacation leave may be accumulated up to 280 hours. Employees may sell back unused vacation hours in excess of 80 hours.</p>
Peninsula Clean Energy	<p>Vacation accrual based on years of service: 1–3 years: 80 hours 4–8 years: 120 hours</p>
Clean Energy Alliance	
Marin Clean Energy	
Orange County Power Authority	
Sonoma Clean Power	
Valley Clean Energy	

Appendix VI

Cost of Labor

Assessor Series FAQ #3

Frequently Asked Questions

QUESTION: What is the difference between cost-of-living and geographic pay differentials?

Wage and salary differentials reflect the local demand for and supply of labor.

Cost of living is dictated by the local demand for and supply of goods and services.

ERI subscribers may also come across the term "*buying power*," which is the inverse of cost of living. *Cost of living* is the cost of purchasing goods and services, as determined by the demand and supply of goods, services, and property. For example, if the cost of living is 10% higher in an area, the buying power is approximately 10% less in that area.

This demand for and supply of goods and services are defined in terms of the data [ERI](#) surveys for [Assessor Series](#) cost-of-living databases. This data is downloaded from existing sources and includes: rental rates, housing prices, income taxes, property taxes, gasoline prices, medical costs/services, major retail grocery and drug store prices, etc. Cost-of-living differentials, as reported by [ERI](#), reflect cost models at different income levels (e.g., an auto of "x" value driven "x" miles/kilometers, home rental with no mortgage income tax deductions, home ownership with income tax mortgage deductions, etc.). Local wages and salaries do not indicate the local cost of living. Cost of living indicates the comparable local buying power for any given salary.

Most compensation professionals agree that when a company is hiring from the local work force (that is, when no transfer or relocation occurs), wages and salaries are set according to market pricing of wages and salaries only. *In general, branch pay should be dictated by market pricing of wage/salary differentials only.*

While employees may find it more desirable for their pay to be adjusted for local cost-of-living variances, this is an extremely unusual practice, and in many cases will not be cost effective for the employer. That is, in many cases the employer would be competing against organizations with relatively lower compensation costs and, thus, be at a competitive disadvantage.

In most cases, cost-of-living is considered only when an employee incurs new expenses due to an "internal" move from one branch office to another. In this situation, the new salary would be set according to the destination market (local wage and salary level). Then, any cost-of-living allowance would be awarded separately from salary and for a finite period of time.

It is undesirable to build a cost-of-living adjustment into salary, as the integrity of the current salary administration program will be compromised. For instance, the transfer of personnel into an office where locally hired employees would be earning lower salaries than the transferee's "cost-of-living adjusted salary" is an undesirable and avoidable situation. The transfer of personnel into an area where local competitors' employees would be earning higher salaries than the transferee's "cost-of-living adjusted salary" is an equally undesirable and avoidable situation. Better solutions would include the award of a one-time (lump sum)

moving bonus or a gradually decreasing three-year cost-of-living allowance, which is awarded separately from the new locally adjusted competitive salary. Each organization's unique situation (tax considerations, cash-flow, etc.) will dictate the best method for handling cost-of-living allowances.

A random telephone survey by ERI's Director found that only 2% of ERI subscribers pay "the same for all jobs nationally, but vary levels by the cost of living." All other surveyed subscribers stated that they ignore cost of living and concentrate on the demand and supply/ local market pricing to administer geographic pay differentials.

Cost of Living v. Market Pay Rates

There are many reasons why employers decide to pay the local market pay rate (what it takes to attract, retain and motivate a competent worker) instead of paying according to local costs:

- No two employees have the same living costs. Even if they hold the same job and earn the same money, their family circumstances and spending practices vary.
- The cost of living depends on family lifestyle and the total budget available from all income earners in the family. Family expenses differ according to many variables, such as the number of income earners, the total budget available, size of home, whether renting or buying, how many dependents, number and value of automobiles, and more. Every cost-of-living statistical model uses a different standard market basket of goods and services.
- It is quite difficult to come up with only one cost figure that properly fits every employee lifestyle, but it is quite simple to determine what other employers pay for the job you do.
- Pay is usually set once a year according to local salary levels, corporate pay strategy, and budget, but costs change constantly. Prices go up and down all the time, and employees would be quite upset if their wages were cut because the price of bread dropped this week, for example.
- Companies pay for you to do work, at a competitive rate, rather than give you amounts based on your expenses. Employers are not even legally allowed to question job applicants about their family circumstances, so they are not about to set pay according to your spending pattern.
- People don't usually live where they work. Most employees live in a town where the costs fit their family budget and where the prices are lowest for their lifestyle. They work where their employer is located, and that usually is not within walking distance of home. Basing pay on home location and family expenses would require different pay scales for every worker and even different rates for the same job done by people in the same community, if, for example, one was a single renter and the other was a homeowner with five dependents.
- Relevant living costs are already covered by pay surveys. If wages and salaries are influenced by living costs, then the competitive market pay surveys reflect those costs. If

you wish to research livings costs, see ERI's [Relocation Assessor](#), which calculates cost-of-living levels based on earnings level, family size, home size, and automobile usage. The application reports the cost-of-living differential between a base city and destination city to determine the amount an employee must earn in the new location to "remain whole" (not lose buying power).

Appendix VII

Bureau of Labor Statistics Report



Western Information Office

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25-1415-SAN
Tuesday, September 16, 2025

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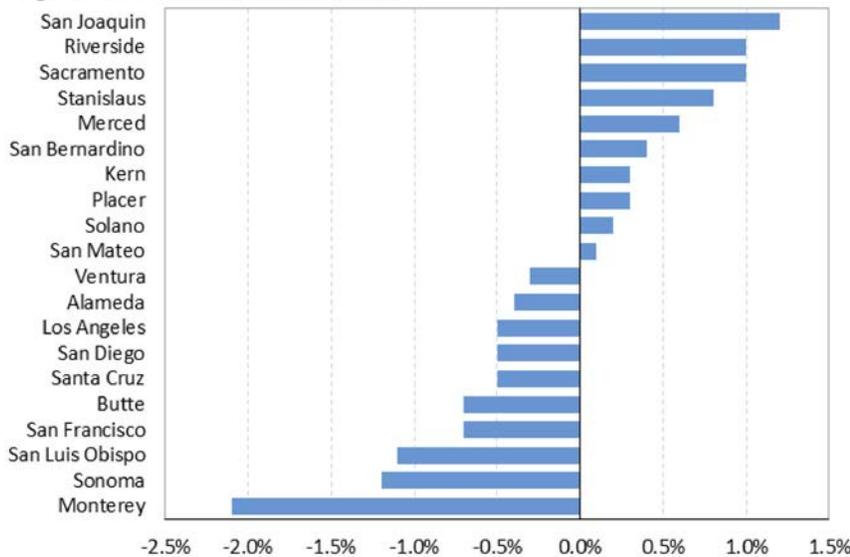
Media contact:

(415) 625-2270

County Employment and Wages in California — First Quarter 2025

Employment increased in 11 of the 29 largest counties in California from March 2024 to March 2025, the U.S. Bureau of Labor Statistics reported today. Regional Commissioner Chris Rosenlund noted that San Joaquin County had the largest over-the-year increase in employment, with a gain of 1.2 percent. (See [chart 1](#) and [table 1](#).)

Chart 1. Over-the-year percent change in covered employment among selected large counties in California, March 2025



Source: U.S. Bureau of Labor Statistics.

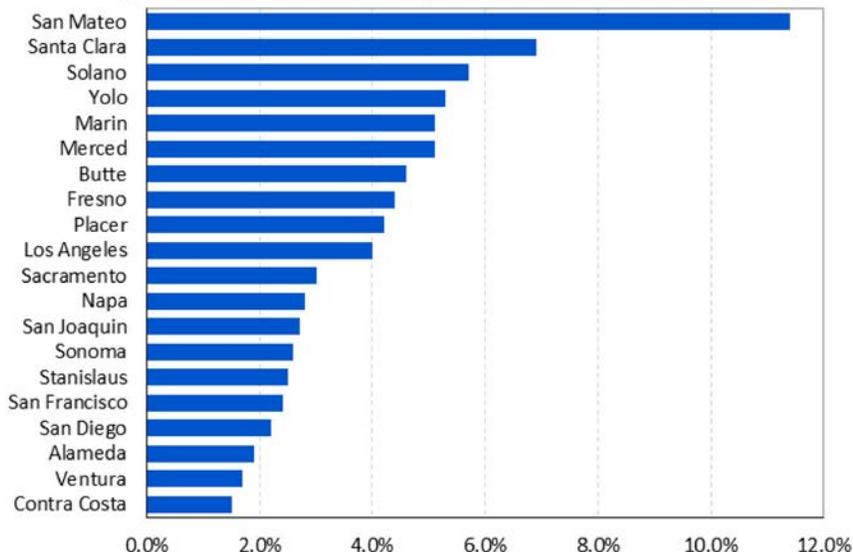
[View Chart Data](#)

Among the 29 largest counties in California, employment was highest in Los Angeles (4,504,700) in March 2025. Together, the 29 largest counties accounted for 93.1 percent of total covered employment within the state. Nationwide, the 372 largest counties comprise 73.4 percent of total covered employment in the United States. (Large counties and county equivalents are those with annual average employment levels of 75,000 or more in 2024.)

Large county average weekly wages in the first quarter 2025

All twenty-seven large California counties with published data reported average weekly wage increases over the year. (See [chart 2](#).) San Mateo had the largest increase (+11.4 percent). Over-the-year wage gains for California's other large counties ranged from 6.9 percent to 1.5 percent.

Chart 2. Over-the-year percent change in covered average weekly wages among selected large counties in California, first quarter 2025



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

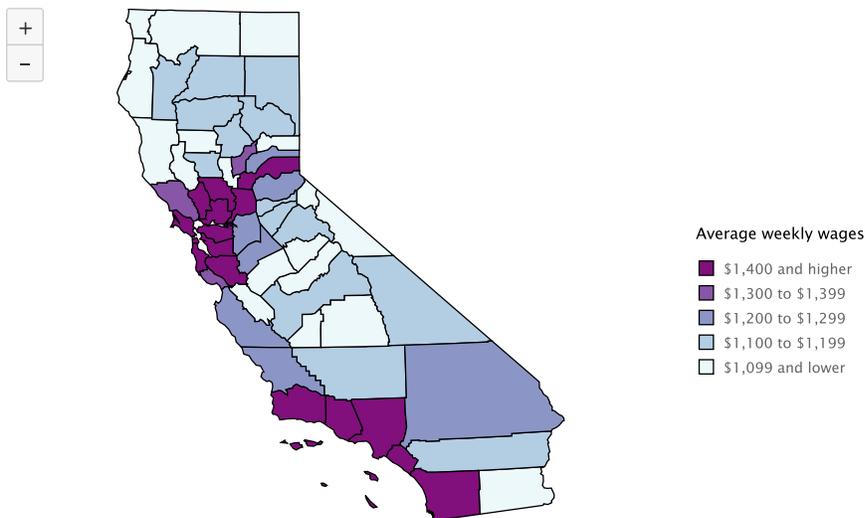
Weekly wages in 10 of the 29 largest counties in California were above the national average of \$1,589. Average weekly wages ranged from \$4,379 in San Mateo to \$1,035 in Tulare.

Smaller county average weekly wages in the first quarter of 2025

Employment and wage levels (but not over-the-year changes) are also available for the 29 smaller counties in California, defined as having employment below 75,000 in 2024. (See [table 2.](#)) Wage levels in all 29 smaller counties were below the national average. Yuba reported the highest average weekly wage (\$1,335). Alpine reported the lowest average weekly wage (\$837) in the state.

Among all 58 California counties, 18 reported average weekly wages of less than \$1,100, 14 had wages from \$1,100 to \$1,199, 7 had wages from \$1,200 to \$1,299, 3 had wages from \$1,300 to \$1,399, and 16 had average weekly wages of \$1,400 or higher. (See [map 1](#) and [table 2.](#))

Map 1. Average weekly wages by county in California, first quarter 2025
(U.S. average = \$1,589)



Hover, tap on mobile devices, or use tab and arrow keys to see area data.

U.S. Bureau of Labor Statistics



Additional statistics and other information

QCEW data for states have been included in this release in [table 3.](#)

Nationwide coverage of the largest counties is published in the [County Employment and Wages news release.](#) Additional information about quarterly employment and wages data is available in the [news release Technical Note](#) and from the [Quarterly Census of Employment and Wages website.](#)

Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: (202) 691-5200; Telecommunications Relay Service: 7-1-1.

The County Employment and Wages release for the second quarter 2025 is scheduled to be released on Wednesday, December 3, 2025.

Counties with annual average employment of 75,000 or more in 2024 are included in this release and will be included in future 2025 releases. Four counties have been added to the nationwide publication tables: Pinal, AZ; Henry, GA; Wood, OH; and Comal, TX. One county has been dropped from the publication tables: Gregg, TX.

Table 1. Covered establishments, employment, and wages in the United States and the 29 largest counties in California, first quarter 2025

Area	Establishments, first quarter (thousands)	Employment			Average weekly wage (1)			
		March 2025 (thousands)	Percent change, March 2024–25 (2)	National ranking by percent change (3)	First quarter 2025 (\$)	National ranking by level (3)	Percent change, first quarter 2024–25 (2)	National ranking by percent change (3)
United States (4)	12,249.3	154,523.8	0.4	--	1,589	--	4.1	--
California	1,945.4	18,066.2	0.1	--	1,905	6	4.2	13
Alameda	76.9	782.7	-0.4	278	2,036	23	1.9	296
Butte	9.4	77.7	-0.7	314	1,119	331	4.6	81
Contra Costa	41.7	370.7	-0.2	246	1,791	43	1.5	313
Fresno	47.0	415.7	-0.1	235	1,149	320	4.4	88
Kern	30.0	333.0	0.3	175	1,182	294	(5)	-
Los Angeles	599.7	4,504.7	-0.5	287	1,681	62	4.0	110
Marin	13.4	109.2	-0.2	246	1,975	30	5.1	53
Merced	9.1	82.8	0.6	141	1,080	346	5.1	53
Monterey	16.5	179.4	-2.1	359	1,235	257	(5)	-
Napa	6.8	78.0	-0.2	246	1,406	150	2.8	228
Orange	155.7	1,657.9	-0.3	261	1,692	60	3.5	153
Placer	16.4	187.3	0.3	175	1,464	124	4.2	101
Riverside	92.7	849.5	1.0	82	1,181	296	3.1	199
Sacramento	77.4	729.4	1.0	82	1,594	81	3.0	207
San Bernardino	82.2	843.2	0.4	167	1,215	273	3.6	145
San Diego	139.0	1,527.5	-0.5	287	1,697	59	2.2	277
San Francisco	69.3	696.5	-0.7	314	3,806	4	2.4	257
San Joaquin	23.4	286.3	1.2	66	1,210	275	2.7	239
San Luis Obispo	12.1	121.1	-1.1	341	1,204	277	3.3	173
San Mateo	32.6	411.1	0.1	209	4,379	2	11.4	2
Santa Barbara	18.2	209.2	-0.2	246	1,402	153	3.2	187
Santa Clara	87.4	1,112.0	0.1	209	4,105	3	6.9	12
Santa Cruz	10.5	99.5	-0.5	287	1,354	182	3.5	153
Solano	14.6	143.5	0.2	189	1,437	136	5.7	33
Sonoma	22.6	204.2	-1.2	346	1,381	167	2.6	247
Stanislaus	18.9	196.3	0.8	105	1,253	247	2.5	251
Tulare	15.5	170.2	-0.1	235	1,035	357	3.4	167
Ventura	32.9	336.6	-0.3	261	1,425	139	1.7	304
Yolo	8.4	108.1	-0.2	246	1,531	99	5.3	44

Footnotes:

- (1) Average weekly wages were calculated using unrounded data.
- (2) Percent changes were computed from employment and pay data adjusted for noneconomic county reclassifications.
- (3) Ranking does not include data for Puerto Rico or the Virgin Islands.
- (4) Totals for the United States do not include data for Puerto Rico or the Virgin Islands.
- (5) Data do not meet BLS or state agency disclosure standards.

Note: Data are preliminary. Dashes indicate data not applicable or available. Covered employment and wages include workers covered by Unemployment Insurance (UI) and Unemployment Compensation for Federal Employees (UCFE) programs.

Table 2. Covered establishments, employment, and wages in the United States and all counties in California, first quarter 2025

Area	Establishments	Employment March 2025	Average weekly wage (\$) (1)
United States (2)	12,249,320	154,523,785	1,589
California	1,945,402	18,066,207	1,905
Alameda	76,889	782,705	2,036
Alpine	89	1,454	837

Footnotes:

- (1) Average weekly wages were calculated using unrounded data.
- (2) Totals for the United States do not include data for Puerto Rico or the Virgin Islands.

Note: Data are preliminary. Dashes indicate data not applicable or available. Covered employment and wages include workers covered by Unemployment Insurance (UI) and Unemployment Compensation for Federal Employees (UCFE) programs.

Area	Establishments	Employment March 2025	Average weekly wage (\$) (1)
Amador	1,395	12,163	1,184
Butte	9,448	77,742	1,119
Calaveras	1,556	9,894	1,113
Colusa	1,102	8,527	1,117
Contra Costa	41,662	370,666	1,791
Del Norte	903	8,171	1,076
El Dorado	6,875	58,389	1,294
Fresno	46,981	415,669	1,149
Glenn	1,393	9,617	1,020
Humboldt	8,049	51,805	1,079
Imperial	10,433	68,155	1,074
Inyo	893	7,581	1,166
Kern	30,032	333,047	1,182
Kings	5,789	49,343	1,077
Lake	3,968	17,561	1,079
Lassen	771	8,576	1,169
Los Angeles	599,731	4,504,731	1,681
Madera	6,006	54,946	1,080
Marin	13,382	109,177	1,975
Mariposa	677	5,527	982
Mendocino	4,772	31,483	1,041
Merced	9,139	82,775	1,080
Modoc	437	2,615	965
Mono	738	8,336	1,026
Monterey	16,548	179,361	1,235
Napa	6,835	78,042	1,406
Nevada	4,652	34,567	1,240
Orange	155,722	1,657,921	1,692
Placer	16,439	187,298	1,464
Plumas	1,028	6,030	1,189
Riverside	92,749	849,462	1,181
Sacramento	77,404	729,430	1,594
San Benito	2,057	17,639	1,097
San Bernardino	82,242	843,155	1,215
San Diego	139,028	1,527,452	1,697
San Francisco	69,299	696,512	3,806
San Joaquin	23,418	286,298	1,210
San Luis Obispo	12,112	121,092	1,204
San Mateo	32,621	411,096	4,379
Santa Barbara	18,225	209,224	1,402
Santa Clara	87,398	1,111,992	4,105
Santa Cruz	10,524	99,517	1,354
Shasta	9,215	69,471	1,139
Sierra	142	514	957
Siskiyou	1,871	13,476	1,012
Solano	14,555	143,520	1,437
Sonoma	22,562	204,153	1,381
Stanislaus	18,877	196,338	1,253
Sutter	4,425	31,491	1,066
Tehama	2,419	19,239	1,113
Trinity	451	2,726	1,110
Tulare	15,467	170,183	1,035

Footnotes:

- (1) Average weekly wages were calculated using unrounded data.
- (2) Totals for the United States do not include data for Puerto Rico or the Virgin Islands.

Note: Data are preliminary. Dashes indicate data not applicable or available. Covered employment and wages include workers covered by Unemployment Insurance (UI) and Unemployment Compensation for Federal Employees (UCFE) programs.

Area	Establishments	Employment March 2025	Average weekly wage (\$) (1)
Tuolumne	1,950	18,126	1,131
Ventura	32,850	336,605	1,425
Yolo	8,371	108,090	1,531
Yuba	2,267	20,783	1,335

Footnotes:

(1) Average weekly wages were calculated using unrounded data.

(2) Totals for the United States do not include data for Puerto Rico or the Virgin Islands.

Note: Data are preliminary. Dashes indicate data not applicable or available. Covered employment and wages include workers covered by Unemployment Insurance (UI) and Unemployment Compensation for Federal Employees (UCFE) programs.

Table 3. Covered establishments, employment, and wages by state, first quarter 2025

State	Establishments, first quarter (thousands)	Employment		Average weekly wage (1)			
		March 2025 (thousands)	Percent change, March 2024–25	First quarter 2025 (\$)	National ranking by level	Percent change, first quarter 2024–25	National ranking by percent change
United States (2)	12,249.3	154,523.8	0.4	1,589	--	4.1	--
Alabama	163.3	2,102.3	0.3	1,245	39	3.8	23
Alaska	25.3	323.5	1.3	1,452	20	5.8	4
Arizona	226.1	3,259.3	0.3	1,431	21	3.8	23
Arkansas	107.6	1,304.4	0.7	1,236	40	5.6	6
California	1,945.4	18,066.2	0.1	1,905	6	4.2	13
Colorado	242.4	2,862.7	0.1	1,681	8	4.2	13
Connecticut	148.5	1,671.7	0.5	1,980	4	3.8	23
Delaware	45.4	474.3	0.8	1,535	15	3.4	30
District of Columbia	51.5	748.9	-1.4	2,606	1	7.2	1
Florida	886.5	9,958.4	0.9	1,456	19	5.1	8
Georgia	394.8	4,860.7	0.4	1,491	17	3.4	30
Hawaii	60.3	644.8	0.6	1,363	27	6.7	2
Idaho	102.7	848.2	1.2	1,178	48	4.2	13
Illinois	407.1	5,988.9	0.2	1,662	9	3.2	38
Indiana	194.8	3,161.4	0.3	1,323	30	4.2	13
Iowa	111.3	1,537.7	-0.5	1,253	36	3.2	38
Kansas	104.3	1,428.0	0.8	1,246	38	4.0	19
Kentucky	159.6	1,986.3	0.0	1,213	44	2.4	51
Louisiana	157.0	1,921.2	0.5	1,227	42	2.8	49
Maine	66.6	629.6	0.1	1,283	34	2.7	50
Maryland	197.7	2,739.0	-0.2	1,634	10	3.2	38
Massachusetts	289.8	3,575.8	-0.7	2,107	3	4.6	11
Michigan	307.3	4,337.3	-0.3	1,391	24	2.9	48
Minnesota	211.8	2,878.6	-0.1	1,570	14	3.7	27
Mississippi	91.3	1,160.4	-0.4	1,018	51	4.1	17
Missouri	252.4	2,886.9	0.1	1,310	31	3.2	38
Montana	67.1	505.8	0.6	1,189	46	5.6	6
Nebraska	78.6	1,008.4	-0.1	1,231	41	3.1	42
Nevada	106.1	1,541.2	0.2	1,359	29	4.1	17
New Hampshire	66.3	681.0	0.1	1,606	11	4.8	9
New Jersey	338.9	4,259.0	1.1	1,815	7	3.0	44
New Mexico	66.8	868.2	0.3	1,203	45	3.9	22
New York	716.1	9,757.0	1.4	2,213	2	6.2	3
North Carolina	373.2	4,888.5	0.2	1,467	18	4.8	9
North Dakota	36.4	422.8	0.6	1,302	33	3.3	34
Ohio	344.2	5,466.8	0.2	1,361	28	3.5	28
Oklahoma	130.9	1,700.2	0.5	1,186	47	3.0	44

Footnotes:

(1) Average weekly wages were calculated using unrounded data.

(2) Totals for the United States do not include data for Puerto Rico or the Virgin Islands.

(3) Data not included in the national ranking.

Note: Data are preliminary. Dashes indicate data not applicable or available. Covered employment and wages include workers covered by Unemployment Insurance (UI) and Unemployment Compensation for Federal Employees (UCFE) programs.

State	Establishments, first quarter (thousands)	Employment		Average weekly wage (1)			
		March 2025 (thousands)	Percent change, March 2024–25	First quarter 2025 (\$)	National ranking by level	Percent change, first quarter 2024–25	National ranking by percent change
Oregon	186.2	1,965.7	-0.8	1,420	23	3.3	34
Pennsylvania	394.5	6,003.5	0.6	1,500	16	3.5	28
Rhode Island	49.0	489.3	1.0	1,429	22	3.0	44
South Carolina	198.7	2,304.9	1.7	1,247	37	4.4	12
South Dakota	40.5	450.5	0.2	1,163	49	3.0	44
Tennessee	221.0	3,251.5	-0.4	1,364	26	4.0	19
Texas	847.6	14,015.9	1.2	1,587	13	3.1	42
Utah	138.1	1,720.5	1.1	1,365	25	4.0	19
Vermont	33.5	306.8	-0.4	1,280	35	3.8	23
Virginia	321.9	4,108.8	0.8	1,605	12	3.4	30
Washington	240.9	3,583.7	0.9	1,935	5	5.8	4
West Virginia	61.9	694.6	0.0	1,149	50	3.3	34
Wisconsin	208.9	2,898.4	-0.2	1,305	32	3.4	30
Wyoming	31.0	274.6	0.0	1,216	43	3.3	34
Puerto Rico	52.0	946.1	-0.7	699	(3)	3.2	(3)
Virgin Islands	2.9	33.8	-7.5	1,034	(3)	2.7	(3)

Footnotes:

(1) Average weekly wages were calculated using unrounded data.

(2) Totals for the United States do not include data for Puerto Rico or the Virgin Islands.

(3) Data not included in the national ranking.

Note: Data are preliminary. Dashes indicate data not applicable or available. Covered employment and wages include workers covered by Unemployment Insurance (UI) and Unemployment Compensation for Federal Employees (UCFE) programs.

Last Modified Date: Tuesday, September 16, 2025

U.S. BUREAU OF LABOR STATISTICS Western Information Office Attn: EA & I, 90 Seventh Street Suite 14-100 San Francisco, CA 94103-6715

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ACCOUNT SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the customer service operations of RCEA's Community Choice Energy (CCE) programs, projects, and activities including providing oversight for customer account management; serving as the lead point of contact between RCEA, PG&E, and/or call center service providers; identify and resolve issues related to RCEA and/or PG&E tariffs, program designs, customer debt collections, and business operations; supervise customer service and front office functions; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to a Department Director; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Department Director. May exercises direct supervision over professional and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the Account Services operations for RCEA's CCE program. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program(s). Employees serve as a specialist, liaison, and advocate for the program(s), with regular contact and interactions with RCEA senior management positions, other public agencies, community organizations, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for CCE Account Services programs, projects, and efforts, including customer service; data collection and analysis; identifies and resolves billing issues.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the program budget; determines funding needed for equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of staff, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages, in coordination with Grants and Contracts Manager, requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award.
- Serves as the main contact and maintain business relationships with RCEA's billing support service provider and PG&E representative(s).

- Tracks outstanding customer debt; report quarterly on customer debt; work with collections service provider(s) to collect outstanding debt.
- Tracks opt-outs; respond to any customer issues that may be causing opt-outs; identifies and implements solutions to increase customer retention and customer satisfaction with RCEA services
- Prepares and submits required regulatory filings.
- Assists in the development of policies and procedures related to customer data privacy and ensures compliance with internal and State-mandated data privacy requirements.
- Identifies and resolves high-level customer billing issues; tracks customer inquiries and ensures they are resolved in a timely manner.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other RCEA departments, divisions, and outside agencies; provides staff support to RCEA's Board of Directors and Community Advisory Committee as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all Agency and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Electric utility rules, tariffs, bill design and terminology.
- Financial management and accounting.
- Data management and Customer Data Privacy requirements.
- Research, communication, and reporting tools.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the CCE Customer and Account Service functions.
- Understand, anticipate, and appreciate customer needs and concerns.
- Provide excellent customer service and communicate clearly and effectively with customers.
- Effectively interpret and apply utility tariffs and rate schedules, contract language, and commercial agreements.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in public administration, business administration, finance, environmental sciences, or related field and five (5) years of increasingly responsible project management experience at an electric utility, municipal utility, a community choice aggregator, or in a closely related field.

Licenses and Certifications:

None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate

in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Travel to represent the organization at public events, professional meetings, and other off-site activities may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Work in off-site locations may be required. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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ACCOUNT SERVICES REPRESENTATIVE

DEFINITION

Under general supervision, performs a variety of technical duties involved in support of account services functions for RCEA; assists customers with questions regarding current services and provides information on programs and services that may be beneficial based on the individual needs of each account; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Account Services Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical duties in support of account services functions and activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as a liaison between RCEA customers and PG&E and other service providers in matters related to billing questions/issues; coordinates with third party providers to obtain product and service information.
- Provides detailed information to customers related to billing, account, programs, and rates as well as customer questions regarding solar power billing.
- Reviews and assesses delinquent accounts; identifies financial programs and/or payment plans to assist delinquent customers in getting their accounts up-to-date and to mitigate the risk of service interruption.
- Prepares a variety of reports and spreadsheets related to account services to inform meetings and decision-making by RCEA executive management staff; conducts research and analysis on topics related to account services.
- Attends meetings with a variety of internal and external stakeholders.
- Complies with all RCEA and mandated safety rules, regulations, and protocols.
- Provides backup coverage for first-line customer service staff that provide support to RCEA customers, vendors, community partners and internal staff via email, telephone, and in-person; answers general questions regarding programs, functions and services; and refers customers and staff to appropriate department or employee, as needed.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Energy-related technologies and practices pertinent to account and customer services.
- Fundamental aspects of project management.
- Administrative practices and procedures, such as business letter and basic business arithmetic.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Financial management and accounting.
- Methods and techniques for handling sensitive information and situations, such as delinquent accounts, with discretion and respect.
- RCEA and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and RCEA staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed.

Ability to:

- Evaluate, recommend, and implement courses of action related to account services.
- Monitor, evaluate, and ensure compliance with goals, policies, and procedures of account services.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Propose and seek approval as necessary for custom solutions to customer billing problems.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Communicate clearly, both orally and in writing, at a level necessary to successfully perform the work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to an associate degree or specialized vocational training in customer service, business administration, finance, or a related field and two (2) years of progressively responsible experience performing account services duties.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Travel to represent the organization at public events, professional meetings, and other off-site activities may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Work in off-site locations may be required. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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CAPITAL ASSETS MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the organization's physical assets and facilities to ensure operational efficiency, compliance, and strategic alignment with sustainability goals; acquisition, maintenance, and lifecycle planning of capital assets; managing facility operations; supporting long-term infrastructure planning; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to the Deputy Executive Director; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Executive Director. May exercise direct supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the capital assets and facilities owned and operated by RCEA. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program(s). Employees serve as a specialist, liaison, and advocate for the program(s), with regular contact and interactions with RCEA senior management positions, other public agencies, community organizations, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for capital assets and facilities programs, projects, and efforts, including the acquisition, maintenance, and lifecycle planning of capital assets, and managing facility operations and supporting long-term infrastructure planning.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the program budget; determines funding needed for equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of staff, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages, in coordination with Grants and Contracts Manager, requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends awards.

- Develop and implement preventive maintenance programs to extend asset life.
- Monitor capital project expenditures and ensure alignment with approved budgets.
- Oversee contracts for facility services, equipment purchases, and maintenance agreements.
- Incorporate energy efficiency and sustainability practices into facilities planning.
- Assess asset condition and recommend upgrades or replacements to mitigate operational risk.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other RCEA departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all Agency and mandated safety rules, regulations, and protocols.
- Support the ongoing implementation of RCEA's Racial Justice Plan and actively engage in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of capital asset management, including acquisition, valuation, depreciation, and disposal.
- Facilities operations and maintenance best practices, including preventive maintenance and sustainability standards.
- Budget development and capital planning processes for public agencies.
- Risk management principles for asset lifecycle and facility operations.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Principles of electric vehicle charging infrastructure, distributed generation resources, electric grid design and evolution.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for RCEA assets and facilities.
- Plan, organize, and direct comprehensive asset and facilities programs.
- Interpret and apply complex regulations and policies in a public agency context.
- Manage multiple priorities and meet deadlines in a fast-paced environment.
- Develop and implement strategic initiatives for sustainability and cost efficiency.
- Maintain confidentiality and exercise sound judgment in decision-making.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in business or public administration, facilities management, construction or a closely related field and five (5) years progressively responsible experience in facilities management, asset management, contracting, or public administration.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites (use only for driving positions); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this

classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

DRAFT



March, 2026
FLSA: Non-Exempt

CLERK OF THE BOARD/EXECUTIVE ASSISTANT

DEFINITION

Under direction, performs a diverse range of administrative support functions for Redwood Coast Energy Authority's (RCEA) board clerk function; prepares Board agendas and minutes; ensures that meeting times and agendas are posted pursuant to regulatory requirements; reviews Board action item documents to ensure they are complete and consistent with RCEA standards; maintains and updates action items and resolutions; provides complex administrative support to the Executive Director and Deputy Executive Director including scheduling meetings and maintaining calendars; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Executive Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for providing specialized administrative support for the Board of Directors and the office of the Executive Director. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective services are provided. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to effectively perform work. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a diverse range of administrative support duties to support the clerking functions for RCEA's Board of Directors, sub-committees, Community Advisory Committee, and the office of the Executive Director.
- Prepares agendas for meetings of the Board of Directors, sub-committees, and the Community Advisory Committee; attends meetings to take notes on Board and Committee actions and prepares meeting minutes following meetings; ensures that meeting times, agendas, packets, and minutes are posted pursuant to regulatorily required timelines.
- Reviews agenda packet items for accuracy and completeness; maintains formal Board records such as agendas, minutes, and resolutions.
- Provides complex administrative support for the Executive Director; serves as point of contact and liaison for the Executive Director's office with the general public and outside organizations and agencies.
- Maintains calendar of activities, meetings, and various events for the Executive Director; coordinates travel arrangements; coordinates meetings and conferences with external parties.
- Responds to and processes public records requests.
- Annually coordinates company-wide document destruction in compliance with record retention policies.

- Prepares and maintains a variety of administrative records and files including materials of a confidential nature; maintains confidentiality of information and records; maintains control files concerning matters in progress and expedites completion.
- Composes, types, formats, and proofreads a variety of documents and correspondence including presentations, letters, emails, memoranda, budget reports, spreadsheets, and related business documentation; checks drafts for punctuation, spelling, and grammar, and suggests corrections; independently responds to letters and general correspondence of a routine nature.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Operations and services of the clerking function of a governing body within a public sector agency.
- Principles, practices, methods, and techniques of agenda preparation and documentation of RCEA Board actions including motions approved in resolutions.
- Methods and techniques of notating and recording public meetings.
- Functions, authority, and responsibilities of an appointed Board of Directors.
- The Brown Act and Rules of Order as related to public meetings and hearings.
- The California Public Records Act as related to public records requests.
- Legal requirements of records retention.
- Legal requirements of public meetings including the posting of Public Notices, Ordinances and related documents.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of automated record keeping and information management systems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- RCEA and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and RCEA staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a diverse range of administrative tasks within the Clerk of the Board Office.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, and other written materials.
- Maintain confidentiality and discretion in handling and processing confidential information and data.
- Research and summarize data and prepare accurate and written reports.
- Compile and maintain complex and extensive records.
- Answer customer questions and/or redirect them to the appropriate person or department.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Maintain accurate logs, records, and written records of work performed.

- Effectively represent the department and the Agency in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to an associate degree in business administration, public administration, or a related field and three (3) years of increasingly responsible administrative support experience including at least one (1) year of experience supporting the activities of a governing body.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.



COMMUNITY STRATEGIES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the marketing and customer outreach programs, projects, and activities including RCEA's marketing; community engagement and education; advertising and social media; event coordination; public relations activities; supervising customer service and front office functions; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to the Department Director; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Department Director. May exercise direct supervision over professional and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the marketing and outreach functions of RCEA. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program(s). Employees serve as a specialist, liaison, and advocate for the program(s), with regular contact and interactions with RCEA senior management positions, other public agencies, community organizations, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for customer outreach programs, projects, and efforts, including community engagement; education; marketing; and advertising.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the program budget; determines funding needed for equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of staff, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages, in coordination with Grants and Contracts Manager, requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award.
- Develops and implements a community engagement strategic plan including presentations, newsletters, sponsorships, memberships, and event outreach.
- Develops and implements RCEA's strategy for targeted outreach for rural, hard-to-reach and equity priority communities and facilitate ongoing Tribal engagement.
- Plans and executes strategic marketing campaigns to support organizational and program initiatives.

- Develops and distributes press announcements and respond to press inquiries using consistent organizational standards and best practices.
- Plans, organizes and implements a wide variety of events including community meetings, workshops, press conferences and ceremonial functions.
- Coordinates the preparation of organization and program collateral and promotional material, paid advertising, and social media content; oversees website strategy and directly manages design and content updates.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other RCEA departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all Agency and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and methods of integrated marketing communication, community and media relations, and public education.
- Methods, operational characteristics, services, and activities necessary for effective community outreach and engagement of diverse audiences.
- Principles, practices and methods of preparing and reviewing information, including graphics, written and spoken copy; publishing and disseminating information; graphic design, photography, videography, print, and web-based delivery.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for marketing and customer outreach.
- Plan and organize multiple, often simultaneous marketing campaigns and/or activities, often with varying goals and metrics.
- Create effective and dynamic communications materials to convey complex information to a wide and varied audience.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in communications, marketing, public affairs, or a closely related field and five (5) progressively responsible experience in marketing, communications, or community engagement.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Community sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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COMPLIANCE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical duties in support of regulatory reporting, data analysis, program development, and database management; provides support to data management, operational processes, and power procurement activities; performs a wide breadth of data queries in support of ad-hoc and ongoing requests and needs of RCEA stakeholders; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical duties and querying data from a wide range of sources to support RCEA programs, services, and activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs data querying, analytics, and visualization related to renewable power generation and procurement, and other programs including assisting RCEA's external stakeholders with data visualization; cleans, organizes, and displays data for internal stakeholders utilizing tools such as Power BI, SQL, and Excel.
- Performs program regulatory compliance activities for the department by maintaining, tracking, and providing data needed for reporting on a variety of program operations and compliance with California renewable data portfolio standards, resource adequacy requirements, and other regulatory mandates to multiple different regulatory agencies, including the California Public Utilities Commission (CPUC)
- Performs research and compiles data on assigned special energy procurement projects; assists with power procurement activities, as assigned.
- Supports program administration by coordinating and attending weekly meetings, taking and distributing meeting minutes, analyzing and auditing program data, preparing staff reports and providing updates to the board of directors and the community advisory committee.
- Conducts monthly audits of power for purchase agreements and owned resources within the Western Renewable Energy Generation Information System, as well as transactions and management of Renewable Energy Certificates under the CA Renewable Portfolio Standard.
- Responds to data requests from utility companies, industry associations, and CPUC and other regulatory agencies.
- Uses and supports a wide range of database applications and analytical tools; examines data quality, applications, and functions; updates data in databases and systems; reviews data to identify and correct errors or inconsistencies; organizes and maintains data files for easy access and retrieval.

- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equality, diversity, and inclusion efforts within the organization.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Tools, methods, and techniques for effective data visualization.
- Data analytics principles
- Technology, hardware and software, and current applications and practices related to data platforms.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed.

Ability to:

- Effectively query data from a variety of sources.
- Develop effective data visualization tools.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedures.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly, both orally and in writing, at a level necessary to successfully perform the work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to an associate degree or specialized vocational training in data analytics or visualization and two (2) years of responsible experience performing data querying and visualization.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate

in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Travel to energy project sites, professional meetings, and other off-site events may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also be assigned to work in the field or at off-site locations and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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CONTRACTS AND GRANTS MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages Finance and Business Development programs, projects, and activities including procurement and contracting for professional services and contractors; grant administration; accounts receivables for grants and other service contracts; tracking contract-related administrative deadlines; assisting program leads with budget management and labor tracking; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to the Director of Business Planning and Finance; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Business Planning and Finance. May exercises direct supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the procurement and administration of all contracts and grant funding for RECA's customer programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program(s). Employees serve as a specialist, liaison, and advocate for the program(s), with regular contact and interactions with RCEA senior management positions, other public agencies, community organizations, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for Finance and Business Development programs; including Agency wide contracting and grant activities, procurement, requests for proposals, and document preparation and processing.
- Participates in the development and implementation of goals, objectives, policies, and priorities for programs; recommends within policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of program budgets; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administer contracts to ensure compliance with RCEA specifications and service quality.
- Prepares, develops, and administers procurement documents and solicitations; develop and maintain clear understanding of the project delivery or operational scope; review for accuracy and compliance

- with RCEA policies.
- Reviews contracts and proposals for accuracy, compliance, and responsiveness; works closely with General Counsel and other consultants to address legal needs.
- Track and manage all contract and grant milestones and budget progress; coordinate amendments; maintain executed agreements; assist with new solicitations, as needed.
- Performs accounts receivable functions, including preparing invoices, processing payments and deposits; provides budget and other tracking tools for programs and projects; prepare accounting reports as requested.
- Assists with fiscal and program audits, and other external and internal evaluation activities on an as-needed basis.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other RCEA departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all Agency and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of procurement procedures, including public bidding procedures.
- Principles and practices for developing service agreements and contract provisions.
- Generally accepted accounting principles and practices.
- Computerized accounting systems, such as QuickBooks.
- Common agency funding sources such as contracts, grants, and retail electricity.
- Principles and practices of project management including development and implementation.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for contracting and grant processes.
- Perform data entry, maintain organized and accurate filing systems, and prepare reports and other business communications.
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in public or business administration, contract law, or a related field and five (5) years of progressively responsible experience in contract and/or grant management.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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CUSTOMER PROGRAMS MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the demand side management programs, projects, and activities including planning, implementation, and monitoring energy efficiency and distributed renewable energy initiatives and projects; managing budgets and overseeing deliverables; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to the Director of Demand Side Management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a department Director. May exercise direct supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing demand side management energy efficiency and distributed renewable energy initiatives and projects. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program(s). Employees serve as a specialist, liaison, and advocate for the program(s), with regular contact and interactions with RCEA senior management positions, other public agencies, community organizations, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for Demand Side Management programs, projects, and efforts, including residential, commercial, and local government initiatives.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the program budget; determines funding needed for equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages, in coordination with Grants and Contracts Manager, requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends awards.
- Implementation and management of externally funded contracts and grants; including tracking, budgeting, invoicing, evaluation, and documentation requirements; developing service offerings, processes and tools; tracking and reporting deliverables.
- Develops residential, commercial, and/or public program services including program scope, service

models, terms and conditions and application documents; training and education of staff and RCEA customers

- Implement programs that may include demand response, energy efficiency, resiliency, community solar, building and transportation electrification, and workforce/local procurement initiatives aligned with the Strategic Plan.
- Implement programs with greenhouse gas reductions and local benefits (reliability, affordability, equity) through scalable programs that complement power procurement and regulatory strategy.
- Performs and oversee routine program activities, such as project management, energy auditing, project design and analysis, consultation with customers, tracking, and reporting.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other RCEA departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all Agency and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engage in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Energy technologies, building operations, principles of energy management, usage, efficiency, and conservation.
- Local and state level energy policy and goals.
- Principles of energy auditing.
- Principles and methods of program development, implementation, and project management.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Partner Agencies.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Demand Side Management department.
- Monitor, evaluate, and ensure compliance with program goals.
- Assist with program development and design, including needs assessments, drafting proposals, evaluation and reporting.
- Learn, interpret, and apply policies, procedures, and regulations; and provide program-based guidance and interpretation for staff and the public.
- Assist with administration of project budgets, including control and monitoring of project related expenditures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in energy management, engineering, environmental science, or closely related field and five (5) years of progressively responsible project or program management experience at an electric utility, community choice aggregator, energy program implementer, or comparable organization.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required, as well as offsite work and customer

locations. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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DATA ANALYST

DEFINITION

Under general supervision and direction, performs a broad range of technical duties related to data analysis, program development, and database and data model management. Provides technical support for data management and operational processes, including the configuration, troubleshooting, maintenance, and monitoring of RCEA's data platforms and models. Conducts research, solicits stakeholder feedback, and performs analysis to develop, assess, and manage program activities and complex data systems. Executes a wide breadth of data queries to support ad-hoc and ongoing requests and operational needs of RCEA stakeholders, and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a department Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level professional classification is responsible for independently performing complex duties in the querying, analysis, and interpretation of data to support RCEA programs, services, and activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides complex data analytics including creating programs, methodologies, and files for analyzing very large datasets; presents data in a way that is easily understood by end-users and can be incorporated into a wide breadth of strategic decision-making, compliance, and other reporting activities of the agency; develops useful and insightful information from a variety of data sources.
- Designs application processes and workflow strategies for the management, access, and retrieval of data; defines data rules and relationships; develops methods for quality control of databases and datasets.
- Researches new data sources and analytical tools; stays current on new and emerging technologies related to data analytics and data management, and makes recommendations.
- Uses and supports a wide range of database applications and analytical tools; examines data quality, applications, and functions.
- Acts as liaison between assigned department and RCEA's information technology team, helping to implement hardware and software upgrades and report to the information technology team on department's hardware and software needs.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equality, diversity, and inclusion efforts within the organization.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

When Assigned to Power Resources

- Performs power load and portfolio analysis for forecasting to inform RCEA decisions on power procurement.
- Maintains and analyzes RCEA's Community Choice Energy (CCE) program performance metrics.
- Prepares a variety of reports and presentations to support the Board of Directors, community advisory committee, management, and staff of RCEA; collaborates with other Community Choice Aggregators (CCAs) and CCA-serving industry associations on data analytics.

When Assigned to the Northern Rural Energy Network (NREN)

- Optimizes data processes to increase workflow efficiency, improves data quality, and streamlines program reporting; responds to requests for assistance or process improvement related to program database(s) and associated tools both from with RCEA and REN partner agencies.
- Supports program development and implementation by providing technical expertise, which may include coordination with external consultants and firms.
- Provides support to internal stakeholders and external partners by assisting with program development, database training, and data visualization.
- Works with external parties on data collection and analysis to support activities such as needs assessments, or Evaluation, Measurement, and Verification (EM&V) of programs.

QUALIFICATIONS

Knowledge of:

- Programming languages including SQL and Python or similar backend programming language.
- Data management theory, principles, practices, and tools and their application to a wide variety of RCEA services and programs.
- Integration of enterprise system components.
- Tools, methods, and techniques for effective data visualization.
- Microsoft ecosystem.
- Security measures pertinent to data management and storage.
- Technology, hardware and software, and current applications and practices related to data platforms.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed.

Ability to:

- Diagnose problems related to data management, storage, and outputs; perform remedial actions to correct, and/or recommend and determine solutions.

- Design, develop, modify, and maintain applications using various development toolsets.
- Manage data transfer among disparate systems.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly, both orally and in writing, at a level necessary to successfully perform the work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in data analytics or a related field and two (2) years of progressively responsible experience in data analysis including experience with data visualization and programming languages similar to Python and SQL.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Travel to energy project sites, professional meetings, and other off-site events may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Work in off-site locations may be required. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.



DEPUTY EXECUTIVE DIRECTOR

DEFINITION

Under administrative direction, provides highly responsible and complex management support to the Executive Director and Board of Directors in coordinating and directing agency wide departmental activities and operations; assists the Executive Director in executing the long-term vision for RECA under the direction of the Board of Directors and in collaboration with the Executive Management team; provides leadership and oversight to multiple departments and their functions, including Human Resources, Information Technology, Clerk of the Board, and Risk Management, to enable department heads to effectively and efficiently maximize available resources; ensures quality services to stakeholders, constituents, and customers; coordinates assigned activities with government officials, outside agencies, and the public; fosters cooperative working relationships among all departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; acts as Executive Director in his/her absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises supervision over management, professional, technical, and/or administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The Deputy Executive Director serves as a key member of the executive leadership team in which the incumbent oversees, directs, and participates in all activities of RCEA including short- and long-term planning, policy development and administration, and implementing agency-wide functions and activities. The Deputy Executive Director regularly interacts with the Executive Director, the Board of Directors, and departmental heads in managing and coordinating RCEA's programs. The Deputy Executive Director's responsibilities include coordinating the activities of the Human Resources, Information Technology and Risk Management departments, and managing and overseeing the complex and varied programs, projects, and activities of their assigned functions. The Deputy Executive Director is accountable for accomplishing agency-wide planning and operational goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the Executive Director in planning, organizing, leading and directing the implementation of RCEA's strategic vision, and the agency-wide services and activities of RCEA's departments and programs including the Information Technology, Human Resources, Clerk of the Board, Records Management and Risk Management departments.
- Participates as part of the Executive Management team on the implementation of the strategic vision including fostering and cultivating stakeholder relationships, as well as assisting in identifying new

funding opportunities and drafting of prospective programmatic budgets and determining cost effectiveness of prospective service delivery.

- Participates in developing the strategic plan and manages the development and implementation of goals, objectives, policies, procedures, and work standards for RCEA; assigns department staff as required to optimize the efficiency and effectiveness of RCEA's overall performance.
- Selects, trains, motivates, and evaluates assigned staff, mentors and works with staff to correct deficiencies, engages in succession planning and leadership development, and implements discipline and termination procedures.
- Implements directives and policies from the Board of Directors and Executive Director; provides guidance to other department heads and management to coordinate and implement assigned programs and projects; meets with other department heads to identify and resolve organizational and operational problems within departments and across departmental lines; ensures the successful operation of programs and projects.
- Assist the executive team, under the leadership of the Director of Finance and Business Planning, to prepare and implement the Board-approved budget.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditure; directs and implements budgetary adjustments as necessary.
- Develops and administers RCEA human resources rules, regulations and policies, and consults with department heads and the Executive Director related to employee relations, policy development, and human resources issues.
- Manages and supervises agency business systems operations, including information technology services, data security, communications systems, office equipment, and quality assurance.
- Administers and manages maintenance, repair, and expansion of physical buildings or properties to ensure that the functionality of the built environment effectively integrates staff with systems, place, process, and technology.
- Prepares, reviews, and presents monthly reports and memos on recommendations for Board of Directors or affiliate boards' actions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of affordable housing programs and operations related to area of assignment.
- Monitors changes in laws, regulations, and technology that may affect RCEA or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Lead the ongoing implementation of RCEA's Racial Justice Plan within the Business Planning and Finance department and actively champion and support justice, equity, diversity, and inclusion efforts across the organization.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- RCEA administrative practices and general principles of risk management related to the functions of the assigned area.
- Organization and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.

- Applicable federal, state, and local laws and RCEA resolutions, policies, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing RCEA in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCEA staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for assigned department(s).
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of financial programs and administrative activities.
- Interpret, apply, and explain federal, state, and local laws and regulations, and policies, procedures, and practices of financial administration.
- Conduct effective negotiations and effectively represent RCEA and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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:

Equivalent to a bachelor's degree in business or public administration, organizational development, human resources, operations management, or a closely related field and 10 years progressively responsible and varied experience in organizational or municipal management.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites (use only for driving positions); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

DRAFT



DIRECTOR OF POWER RESOURCES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Power Resources Department including resource planning, analysis, and management of the agency's energy supply portfolio and procurement efforts; formulates departmental policies, goals, and directives; coordinates assigned activities with other RCEA departments, officials, outside agencies, external stakeholders and the public; fosters cooperative working relationships among RCEA departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. Exercises supervision over management, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department head classification that oversees, leads, and participates in all activities of the Power Resources Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, RCEA functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and Board of Directors on policies, procedures, and major RCEA programs/initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Power Resources Department programs, services, and activities including resource planning, analysis, and management of the agency's energy supply portfolio and procurement efforts.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of

- and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the RFO process for power procurement and portfolio management; oversees the advertising and bid processes; evaluates proposals/offers and recommends awards; coordinates with the Department of Business Planning and Finance and/or legal counsel to determine RCEA needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Leads the development and implementation of core functions of RCEA's community choice energy (CCE) program including long- and short-term power procurement decision making, risk management, power portfolio management, renewable energy resource development.
- Collaborates with other department directors and RCEA leadership to prepare agency operation-related documents for Board review; manages resulting implementation plans.
- Leads the review and analysis of proposal for electric power supply submitted to RCEA by developers and brokers.
- Analyzes and makes recommendations on market opportunities for RCEA to assist staff and the Board in identifying those that are the best fit for RCEA objectives and goals.
- Directs the assessment of procurement and resource planning options and opportunities; develops and directs the development on a variety of reports, presentations, and other materials to facilitate internal conversations and decision-making by RCEA staff and Board.
- Directs and oversees performance auditing and monitoring for RCEA CCE program contracts.
- Directs the preparation of compliance reports and materials related to RCEA power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), and the Department of Energy (DOE).
- Represents RCEA's interests and makes decisions on joint power procurement with other Community Choice Aggregators (CCA).
- Represents the department to other RCEA departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the Board of Directors and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of energy procurement and resource planning.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- Observes, complies with, and ensures staff compliance with all RCEA and mandated safety rules, regulations, and protocols.
- Leads the ongoing implementation of RCEA's Racial Justice Plan within the Power Resources department and actively champions and supports justice, equity, diversity, and inclusion efforts across the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar, and hydroelectric.
- Procurement process and use of renewable energy certificates to support mandatory and voluntary compliance programs.
- The California Independent System Operator (CAISO) settlement process.
- California's Renewables Portfolio Standards, Power Content Label and Power Source Disclosure program.
- Principles and practices of customer energy management including solar and other renewable technologies, demand management, and energy conservation.
- The Western Renewable Energy Generation Information System (WREGIS).
- Regulatory reporting and compliance requirements of the CPUC.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Power Resources department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.

- Perform quantitative data and statistical analysis (including Levelized Cost of Energy (LCOE) and Net Present Value (NPV) and effectively communicate results to others.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in energy management, environmental resources engineering, environmental sciences, or a related field and ten (10) years of increasingly responsible professional experience in power procurement in an electric utility, municipal utility, CCA, or in a closely related field including at least three (3) years in a managerial or supervisory role.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites (use only for driving positions); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.



DIRECTOR OF BUSINESS PLANNING AND FINANCE

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Business Planning and Finance Department including strategic planning, organization and program development and funding; contracting, budget oversight, and management of resource allocation; banking oversight, accounting, finance reporting and compliance, and purchasing; oversees rate setting operations; formulates departmental policies, goals, and directives; coordinates assigned activities with other RCEA departments, officials, outside agencies, external stakeholders and the public; fosters cooperative working relationships among RCEA departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. Exercises supervision over management, professional, technical, and/or administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

The Director of Business Planning and Finance serves as a key member of the executive leadership team, and department head that oversees, leads, and participates in all activities of the Business Planning and Finance Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, RCEA functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and Board of Directors on policies, procedures, and major RCEA programs/initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Business Planning and Finance Department programs, services, and activities including strategic planning, accounting, banking, and contract management; serves as the treasurer of RCEA.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement;

- directs the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
 - Provides organization-wide leadership and oversight for financial risk management, including identifying, assessing, and mitigating financial, operational, and compliance risks. Develops and implements internal controls, financial policies, and risk management strategies to safeguard organizational assets, ensure fiscal sustainability, and support informed decision-making across all functions.
 - Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
 - Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department.
 - Determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
 - Performs organization-wide responsibilities related to the development of consultant requests for proposals for professional services; oversees advertising and bid processes; evaluates proposals and recommends project awards. Coordinates with legal counsel to determine RCEA needs and contractual requirements for services; negotiates contracts and agreements; and administers contracts following award.
 - Oversees and supervises implementation of agency financial policies and procedures, including accounts payable and accounts receivables, payroll, contract claims processing and tracking, purchasing, state and federal reporting, rate-setting, and maintenance of financial records.
 - Oversee the annual audit process, coordinating with external auditors to meet all compliance and regulatory standards.
 - In coordination with the Executive Team, leads the development and directs and monitors the preparation of the budget and implements the Board-approved budget.
 - Assists the Executive Director with the development and management of RCEA's budget and coordinates the development and management of department, program, and project budgets.
 - Supports all levels of fiscal oversight and budget tracking; review and approve semiweekly accounts payable and sign the resulting check or approve/push ACH/Wire transaction; complete final review of semiweekly payroll and monthly payroll liabilities; review liability reconciliations and quarterly tax reporting; procurement activities including new vendor accounts; review/approve credit card transactions and reconciliation.
 - Manages compliance with relevant regulatory requirements.
 - Ensures compliance with all grant and contract terms, conditions, and reporting requirements.
 - Represents the department to other RCEA departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
 - Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
 - Participates in and makes presentations to the Board of Directors and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of business planning, finance, and accounting.
 - Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.

- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- Observes, complies with, and ensures staff compliance with all RCEA and mandated safety rules, regulations, and protocols.
- Lead the ongoing implementation of RCEA's Racial Justice Plan within the Business Planning and Finance department and actively champion and support justice, equity, diversity, and inclusion efforts across the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- General business principles and practices, including finance, program management, business development, and strategic planning.
- Public finance and accounting principles including grant and contract management, and knowledge of various credit facilities.
- Principles and methods of reporting and auditing.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Business Planning and Finance department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, professional, and technical personnel; delegate authority and responsibility.

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Develop effective tools for complex financial analysis of business functions, including energy projects and programs.
- Handle multiple projects simultaneously within stringent time constraints.
- Monitor, evaluate, and assure compliance with administrative and financial goals, policies and procedures.
- Plan, schedule, budget and allocate resources.
- Prepare budgets to meet regulatory requirements.
- Assist with administration of budgets, including control and monitoring of expenditures.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in planning, business administration, finance, or public administration and 10 years progressively responsible experience in finance, accounting, public administration or energy program management.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites (use only for driving positions); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

DRAFT



DIRECTOR OF CUSTOMER PROGRAMS

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Demand Side Management Department including planning and leading the implementation of energy efficiency and electrification initiatives and programs; formulates departmental policies, goals, and directives; coordinates assigned activities with other RCEA departments, officials, outside agencies, external stakeholders and the public; fosters cooperative working relationships among RCEA departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. Exercises supervision over management, professional, technical, and/or administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department head classification that oversees, leads, and participates in all activities of the Customer Programs Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, RCEA functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and Board of Directors on policies, procedures, and major RCEA programs/initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Customer Programs Department programs, services, and activities including energy efficiency, electrification, and distributed renewable energy program strategy and initiatives.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of

- and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine RCEA needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Lead the design, launch, and continuous improvement of demand response, resiliency, community solar, building and transportation electrification, and workforce/local procurement initiatives aligned with the Strategic Plan.
- Deliver greenhouse gas reductions and local benefits (reliability, affordability, equity) through scalable programs that complement power procurement and regulatory strategy.
- Evaluate program concepts, run pilots, incorporate customer insights and equity considerations, and scale proven offerings (e.g., demand flexibility, DERs, building decarbonization, backup storage).
- Ensure programs comply with state laws, regulations and codes, and local ordinances; coordinate with regulatory teams on filings and testimony that affect program design.
- Define key performance indicators (KPIs) and produce recurring reports for executives, Boards, and public stakeholders.
- Applies customer segmentation and community feedback to tailor programs for residential, commercial, and priority/vulnerable customer groups, with a focus on reducing barriers to participation and advancing equitable outcomes.
- Represents the department to other RCEA departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects, as assigned by the Executive Director.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Observes, complies with, and ensures staff compliance with all RCEA and mandated safety rules, regulations, and protocols.
- Lead the ongoing implementation of RCEA's Racial Justice Plan within the Business Planning and Finance department and actively champion and support justice, equity, diversity, and inclusion efforts across the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Technical and administrative principles and methods of energy management and distributed renewable energy generation.
- Local, state, and federal energy initiatives and goals.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Demand Side Management department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in energy management, engineering, environmental sciences, or a closely related field and ten (10) years of increasingly responsible professional experience in energy efficiency/demand-side management/DER programs and/or related utility/CCA roles.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites (use only for driving positions); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.



GRANT ANALYST

DEFINITION

Under general direction researches and solicits vendors; procures, contracts, and administers grants; monitors contracts throughout project lifecycles; analyzes data, creates reports, and develops strategies to improve program performance; performs stakeholder outreach; and completes other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Contracts and Grants Manager. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing professional duties in support of grant contracting, administration, analysis, and reporting. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and execution of contracts, amendments, and modifications in accordance with RCEA's established policies and procedures, including those pertaining to financial management, procurement, and records retention.
- Develops and organizes vendor solicitation materials; completes necessary research, develops documents, prepares budget, and completes proofing of materials.
- Oversees data collection, management, and metric development of assigned grants and projects; prepares and submits required grant reporting and funding compliance materials including invoices, labor cost reports, and other financial and program documents.
- Develops and maintains organizational structures for data management, scheduling, and completion of recurring tasks related to tracking and managing grant and contract lifecycles and performance.
- Presents reports and information to RCEA leadership and external stakeholders; prepares documents and reports to distribute to staff, customers, and stakeholders, or to be posted on RCEA's website and social media platforms.
- Tracks and monitors grant funded projects; analyzes data, creates reports, monitors budgetary and regulatory compliance; and develops strategies to improve project performance.
- Identifies and evaluates suppliers and vendors, reviews contracts, extracts contract terms for data analysis, and completes procurement of vendors and services.
- Observes and complies with all Agency and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Fund procurement and monitoring.
- Effective grant and contract administration, management, and reporting practices and methods.
- Common contract terminology.
- Budget development, tracking, and administration practices.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- RCEA and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and RCEA staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Analyze data with high attention to detail.
- Monitor and administer grant funding effectively.
- Evaluate, propose, and monitor project budgets and expenditures.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, public or business administration, or a related field and three (3) years of increasingly responsible experience in contract compliance, grant reporting, budget analysis, or other closely related experience.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and

closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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HUMAN RESOURCES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the Human Resources programs, projects, and activities including recruitment and selection; classification; compensation; employee relations; performance appraisal; benefits administration; supervisor-employee development; training; development of new personnel policies; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to the Deputy Executive Director; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Executive Director. May exercise direct supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing Human Resources. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program(s). Employees serve as a specialist, liaison, and advocate for the program(s), with regular contact and interactions with RCEA senior management positions, other public agencies, community organizations, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for Human Resources programs, projects, and efforts, including recruitment and selection; employee relations; payroll; policy development.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the program budget; determines funding needed for equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of staff, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages, in coordination with Grants and Contracts Manager, requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends awards.
- Administers compensation and benefits programs; conducts studies and analysis of class and position descriptions, compensation structure and benefits programs; recommends changes as needed; prepares new or modified descriptions.

- Perform payroll processes for bi-weekly pay schedule; enter pay and benefit changes; collect and audit timesheets for correctness; enter hours into payroll system; track and manage leave time; reconcile and approve benefits invoices monthly.
- Participates in the employee/employer relations process; develops recommendations and advises supervisors regarding employee relations procedures and human resources policies with issues such as grievances and disciplinary actions; investigates allegations of policy violations including discrimination and harassment; assists outside counsel in representing RCEA during litigation.
- Develops and updates policies and delivers training programs and workshops on a variety of human resource management policies and topics; evaluate ongoing employment developments and compliance with local, state and federal human resource laws; recommend policy amendments.
- Responsible for coordinating posting, recruitment and selection of personnel, including preparing job announcements, advertisements and other recruitment material; screening applicants for qualifications; designing and administering job-related selection procedures such as written and performance testing, interviews, background and reference checks; ensures all phases of hiring comply with applicable laws, regulations, and guidelines.
- Coordinate the evaluation and tracking of staff performance and staff development needs; research and implement short and long-term staff development plans.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other RCEA departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all Agency and mandated safety rules, regulations, and protocols.
- Support the ongoing implementation of RCEA's Racial Justice Plan and actively engage in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of payroll
- Theory, principles, practices, techniques of human resource management and compliance.
- Employee recruitment, selection, and training processes.
- Compensation and benefits administration.
- Employee development, and performance planning and appraisal.
- Public agency governance procedures, including RCEA functions and associated human resource management issues.

- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for Human Resources.
- Analyze and make sound recommendations on complex human resources management issues.
- Establish and maintain a safe, comfortable, and dynamic work environment for employees.
- Promote effective and positive working relationships amongst employees.
- Develop and deliver effective training sessions and workshops to employees.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in business or public administration, human resources, organizational development, or a closely related field and five (5) years progressively responsible experience in human resources, employee relations, or public administration.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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INFORMATION TECHNOLOGY TECHNICIAN

DEFINITION

Under general supervision, provides technical support and training on use of personal computers, printers, peripheral equipment and network systems hardware and software; resolves computer application problems and troubleshoots hardware malfunctions; provides support and installation for software, desktop computer applications, and Internet including e-mail; installs, configures, and repairs personal computer hardware and software systems; and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Executive Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing a variety of responsible services of varying difficulty levels to RCEA users to assist them in making the most effective use of their computer hardware and software in accomplishing RCEA and departmental goals. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and implements activities to deliver services to other staff, customers, and third-party partners; assists staff with day-to-day IT issues; troubleshoots hardware, software, and service issues; coordinates troubleshooting and resolution of IT issues with third party service providers to ensure timely response to technology issues.
- Performs routine system operation, configuration, diagnosis, and repair of hardware, network, and software issues.
- Implements data security policies and procedures; oversees data security maintenance including coordinating RCEA endpoint management platform antivirus, identity management, compliance, and security.
- Configures and enforces software compliance and security policies and provides access to RCEA resources as appropriate; onboards devices onto platform; troubleshoots compliance issues; offboard and/or wipe devices at the end of the lifecycle and when lost or stolen.
- Coordinates the procurement of IT hardware, software, and services, including vendor communication, quote comparison, and purchase order processing; tracks IT-related expenses and categorizes expenses for allocation to specific department/division technology budget line items; assists in estimating technology-related costs for annual IT budget.
- Manages conditional access policies to secure RCEA resources and identities; configures multifactor authentication methods; deploys multi-factor authentication tools.

- Coordinates active directory environment; creates, configures, and disables user accounts; creates security groups and manages memberships and permissions; audits sign in logs for suspicious activity or connectivity issues.
- Performs ongoing research of enhancement and upgrades of office systems.
- Develops and implements training for staff on system usage, application, and limitations.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Applications and functions of computer hardware, software, and peripheral devices.
- Principles of database management and systems development.
- Server, networking, and workstation/endpoint hardware including configuration, deployment, maintenance, and troubleshooting.
- Common security technologies, sFTP, HTTPS, multi-factor authentication methods, security certificates, and VPNs.
- Practices and techniques for researching and procuring information systems hardware, software, and services.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- RCEA and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and RCEA staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Analyze and troubleshoot computer system and telecommunications hardware and software and utilize appropriate resources to solve problems.
- Establish and maintain a computer maintenance schedule.
- Train users in the application and use of computer hardware and software.
- Diagnose system software problems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly, both orally and in writing, at a level necessary to successfully perform the work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to completion of the 12th grade supplemented by specialized vocational training in information technology, information systems management, or a related field and three (3) years of progressively responsible experience performing computer hardware and software systems support.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

When performing duties in an office environment:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various RCEA and meeting sites (if driving is required); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, or heavier weights with proper equipment and assistance from other staff.

When performing duties in a field environment:

Must possess mobility to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, and grasp; to climb and descend ladders; strength, stamina, and mobility to perform light physical work, to work in confining spaces; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Employees must be able to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to cold and hot temperatures, inclement weather conditions, and mechanical and/or electrical hazards. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



POWER RESOURCES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the power resources programs, projects, and activities including managing power purchase contracts for new and existing energy generation and storage facilities to support RCEA's electricity portfolio and strategic goals; ensures compliance with state power procurement mandates; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to the Director of Power Resources; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Power Resources. May exercise direct supervision over professional and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the projects and activities related to RCEA's power procurement efforts. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program(s). Employees serve as a specialist, liaison, and advocate for the program(s), with regular contact and interactions with RCEA senior management positions, other public agencies, project developers, contracted service providers, utility companies, industry associations, community organizations, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for power resources programs, projects, and efforts, including resource planning, analysis, and management of RCEA's energy supply portfolio and procurement efforts; serves in a lead role in the development and implementation of core functions of RCEA's community choice energy (CCE) program which may include power procurement, and power portfolio management.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the program budget; determines funding needed for power services and products, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, and motivates personnel in more junior classifications; works with employees to correct deficiencies.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates

- contracts; administers contracts to ensure compliance with RCEA specifications and service quality.
- Procures new power contracts including preparing and issuing competitive solicitations, developing proforma agreements, addressing respondents' questions, processing and evaluating submissions, coordinating the evaluation and negotiation teams, and analyzing and negotiating contracts.
- Manages RCEA's power portfolio; ensures contractual obligations are met, corresponds with counterparties, reviews progress reports and tracks milestones, negotiates contact amendments and letter agreements, and reviews operational meter and settlement data for accuracy.
- Contributes to RCEA's mandatory compliance filings including providing data, narrative reporting, and supporting documentation; develops analysis methodologies; interprets regulations and provides policy guidance.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other RCEA departments, divisions, and outside agencies; provides staff support to RCEA's Board of Directors and Community Advisory Committee as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Contributes to advocacy on regulatory and legislative matters affecting RCEA's programs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all Agency and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equality, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Clean and renewable energy technologies.
- The purpose, objectives, and mission of community choice aggregators and their business model.
- California energy policy and the agencies involved in developing and setting energy policies.
- Techniques and practices of effective project management.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- RCEA and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and RCEA staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for power resources activities and projects.
- Administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret and summarize complex technical information for a variety of audiences.
- Effectively perform unit conversion and dimensional analysis.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications including spreadsheets, word processing, email, customer relationship management, and task management relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in environmental science, energy management, energy engineering, finance, business or public administration, or a related field and five (5) years of progressively responsible project management experience at an electric utility, community choice aggregator, or comparable organization.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Travel to energy project sites, professional meetings, and other off-site events may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and

file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Work in off-site locations may be required. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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PROGRAM ANALYST

DEFINITION

Under general direction of assigned manager, leads the implementation of one or more programs to address opportunities in energy efficiency or clean power generation; ensures programs are operated in compliance with applicable laws and regulations; engages with staff, customers, and third-party partners to define and develop program offerings, implement measures, manage customer relations, and coordinate tools and resources to be used for program activities; acts as a portfolio manager for a variety of projects in assigned business or technology sector; conducts ongoing research and analysis on technological and business development to identify enhancements in program operations; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management personnel. May exercise technical and functional supervision over assigned administrative staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing professional duties in support of their assigned program area. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Professionally represents the organization to customers and project partners while conducting outreach and implementation activities.
- Provides general information as well as specific topic consultations for customers inquiring about or already receiving energy services.
- Coordinates with business partners to meet shared objectives, resolve issues, streamline project delivery, and achieve a high standard of customer satisfaction.
- Conducts ongoing research and analysis on technological and business development; implements and recommend changes or enhancements to program operations and practices.
- Oversees data collection, management, and metric development of assigned program area.
- Prepares written and graphical information relating to assigned and related program areas.
- Assists with various outreach and public education efforts.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Provides training, functional direction, feedback, and supervision to lower-level staff as assigned.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

When Assigned to Demand Side Management (DSM)

- Conducts on-site and/or remote energy assessments, audits, and benchmarking analysis for commercial, public, or residential customers; documents and inventories energy systems; analyzes and interprets customer energy data to identify and report on maximum usage or peak energy demands; and makes recommendations to customers regarding equipment or system changes they may implement to maximize energy efficiency.
- Maintains RCEA's customer database to ensure customer reports are updated with new service offerings and program changes; enters energy assessment data, client interactions, energy efficiency measures, and project milestones into DSM databases, RCEA file storage systems, and necessary program tracking workbooks.
- Supports the development of new Northern Rural Energy Network (NREN) programs and deliverables.
- Manages all aspects of assigned energy efficiency projects including scheduling, attending meetings, processing required program paperwork, conducting inspections, completing project close-out, and completing post installation reviews.
- Coordinates with third-party providers to make customer referrals for non-residential energy efficiency projects that are not directly offered through NREN or RCEA programs.
- Leads the implementation of one or more programs to address opportunities in energy efficiency, greenhouse gas reduction, and renewable energy.
- Collects and organizes grant reporting data and supports submission to granting agencies to ensure regulatory compliance.
- Assists in processing and approving customer rebates and incentives, ensuring accuracy and compliance with regulations.
- Attends and participates in departmental and NREN meetings as assigned; develops and distributes agendas, and facilitates meetings.

QUALIFICATIONS

Knowledge of:

- California renewable portfolio standards, state targets, and compliance periods.
- Project management practices and methodologies.
- Energy-related technologies, practices, and system processes.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide program-based guidance to customers, the general public, and business partners.
- Evaluate, recommend and implement measures.
- Assist in collaborative program development and design, including needs assessments, project design, drafting proposals, preparing marketing tools, and determining evaluation and reporting

- metrics.
- Identify and engage with customers and partners to promote various RCEA and NREN services, identify and implement measures, and develop long-term relationships for energy-related projects.
 - Critically evaluate proposals, policies, procedures, and metrics for program success.
 - Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
 - Effectively represent the department and the Agency in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
 - Prepare clear and concise reports, correspondence, documentation, and other written materials.
 - Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
 - Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
 - Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
 - Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
 - Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in renewable energy, engineering environmental science, or a related field and three (3) years of increasingly responsible experience pertaining to energy efficiency program implementation, project management, program analysis, or related experience.

Licenses and Certifications:

- Depending on assignment, some classifications may require possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.
- Depending on assignment, some classifications may require possession and/or acquisition of specific professional certifications within six (6) months, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds.

When assigned to field inspection

Must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to

perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also be assigned to work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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PROGRAM ASSISTANT

DEFINITION

Under general supervision, provides customer service to RCEA customers via email, telephone, and in person; provides general information regarding RCEA's functions and services; performs initial customer consultations; sets up and maintains customer files; refers customers to appropriate staff or department as-needed; provides administrative support to assigned department, program area, internal staff, and partner agencies; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management staff of assigned program area. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing clerical and administrative support duties in support of assigned program or department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides first-line customer service and support to RCEA customers, vendors, community partners and internal staff via email, telephone, and in-person; answers general questions regarding programs, functions and services; and refers customers and staff to appropriate department or employee, as needed.
- Collects, enters, organizes, and verifies data in program tracking tools or accounting systems with a high degree of accuracy; maintains paper-based and electronic file systems.
- Processes simple customer rebates and equipment lending library requests, checking out equipment and tracking inventory.
- Participates in periodic internal audits of files, records, procedures, and documents to ensure all necessary information is accounted for, is current and accurate, and is properly recorded and stored.
- Reserves and prepares conference rooms; prepares meeting agendas; schedules and attends meetings; takes and publishes meeting minutes.
- Prepares reports for assigned program or department leadership.
- Prepares documents and informational materials for distribution to internal staff or for external distribution on the RCEA website, social media pages, or tabling events.
- Purchases office supplies, merchandise, and other special items; maintains inventory.
- Completes operational and project management support tasks such as scheduling, coordinating staff travel, budgeting, and tracking resources.
- Assists with gathering data in the preparation of information requests, annual audits, and public

presentations.

- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic mathematical functions.
- Fundamental accounting, bookkeeping, data entry functions.
- Basic terminology pertaining to energy efficiency programs and business operations.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Administrative practices and procedures, such as business letter writing and the operation of common office equipment.

Ability to:

- Provide comprehensive customer service in-person, over the phone, and electronically.
- Organize and maintain physical and digital filing systems.
- Handle multiple tasks simultaneously at a fast pace and within stringent time constraints.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Track and monitor internal purchases and expenses.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to completion of the twelfth (12th) grade and two (2) years of increasingly responsible clerical and administrative support experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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PROGRAM COORDINATOR

DEFINITION

Under direction, plans, coordinates, and implements programs which provide direct services to RCEA customers and/or internal services for RCEA programs and departments; assists in program development and monitoring; coordinates program activities with other departments and external agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor or manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs with responsibility for independently coordinating and implementing the program's goals and objectives; programs can be focused on either internal or external service delivery. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. Positions in this classification rely on experience and use independent judgment to ensure the program's efficient and effective service delivery. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides a variety of administrative and technical program support, such as developing and maintaining spreadsheets and records; verifying, tracking and updating information; designing and producing standard and customized reports.
- Provides assistance and information to the public, partner agencies, contractors, or other employees requiring thorough knowledge of policies and procedures in the assigned area; explains services, policies and procedures as they apply to specific program; responds to and solves problems or sensitive situations.
- Monitors for program or operation trends, developments, and issues; informs and makes recommendations to leadership
- Schedules internal and external meetings and events, reserves and prepares conference rooms and venues, prepares meeting agendas, and takes meeting minutes.
- Observes and complies with all Agency and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

When Assigned to Operations

- Serves as primary point of contact for customers; performs initial customer consultation to explain programs and assess needs, answers customer billing questions, completes customer interest forms, explains operating policies and procedures, and directs customers to appropriate staff or department.
- Tracks and monitors office inventory; purchases office supplies and furniture as needed.
- Oversees maintenance of interior and exterior facilities, independently completes minor building maintenance tasks; procures and coordinates work of contractors for larger maintenance and repair needs.
- Assists the agency facility safety officer; may complete monthly fire extinguisher, smoke detector and emergency light inspections; monitor and oversee the installation, maintenance, and functionality of facility alarm systems; coordinate evacuation drills; complete facility safety trainings and assessments with staff; and collect and coordinate approved implementation of safety suggestions.
- Works collaboratively with HR, Finance and Business Planning, and Operations staff to support efficient office and business functions, as assigned.
- Supports agency initiatives related to employee engagement, training, equity, and organizational development; assists with preparing data, summaries, and reports; prepares routine correspondence, forms, notices, and reports for review and distribution; supports and trains staff on general policies and procedures and contribute to ongoing improvement.

When Assigned to Finance and Business Planning

- Assist with accounts payables, accounts receivables, and credit card purchases, including reconciliation, data entry, document scanning, purchase tracking, and banking functions.
- Manage and update department procedure documents and forms, including providing any training to RCEA staff.
- Coordinate Staff travel, including managing internal travel forms; researching expenses and submitting travel budgets; arranging and booking ground and air travel, lodging, and registrations; provide logistics support to staff; submit to accounts payable per diem payments and reimbursements.
- Tracks and monitors office inventory; purchases office supplies and furniture as needed.
- Oversees maintenance of interior and exterior facilities, independently completes minor building maintenance tasks; procures and coordinates work of contractors for larger maintenance and repair needs.
- Provide admin support to the Clerk of the Board and IT, support meeting room set up, prompting public comment, meeting facilitation, creating and distributing agendas, distributing and tracking forms and statements, and organizing documents related to public records requests.

When Assigned to the Northern Rural Energy Network (NREN)

- Coordinates meetings, conferences, and training sessions for RCEA and NREN partner agencies; procures venues, catering and lodging for participants.
- Serves as internal point of contact for NREN project across all four partner agencies to provide information regarding program best practices, scheduling, document management, and travel.
- Supports procurement of program contractors and consultants by proofreading procurement materials, coordinating the posting of solicitations, preparing distribution lists, reviewing proposals for completeness, scheduling review meetings, and assisting the NREN manager in evaluating and scoring potential vendors.
- Organizes and maintains NREN SharePoint site to fit the needs of all NREN partner agencies, designs and maintains files to comply with end user needs, ensures adherence to data security policies set by RCEA or NREN, and facilitates staff training on the use of the SharePoint tool.
- Collaborates with RCEA's Community Strategies team to coordinate marketing and community

- outreach efforts and prepares information documents with appropriate program branding.
- Proofreads, coordinates scheduling, and supports the writing of NREN's official CPUC program documentation such as the Annual Report and Business Plan Application.

QUALIFICATIONS

Knowledge of:

- Standard data gathering and reporting practices.
- Energy efficiency programs, including basic functions and terminology.
- Program logistics related to service delivery.
- Operations and services provided within assigned program area.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- RCEA and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and RCEA staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand and apply basic accounting principles.
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned program(s).
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to an associate degree or specialized vocational training and two (2) years of increasingly responsible customer service, office management, or program coordination experience.

Licenses and Certifications

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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PROGRAM SPECIALIST

DEFINITION

Under general supervision, performs a variety of responsible specialized duties in support of assigned program or department; implements specific program activities; completes assigned project deliverables; collects, analyzes and reports on project, program, or customer data trends; prepares project documentation; provides information, support, and guidance to customers; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing paraprofessional duties in support of assigned program(s) or department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Professionally represents the organization to customers and project partners while conducting outreach and implementation activities.
- Identifies and engages with customers and partners to promote various RCEA services, implement measures at selected locations, and provide superior customer service.
- Maintains project data, prepares reports, tracks progress, and documents findings.
- Conducts research and analysis on related topics.
- Contributes to interim and final reports, audits and other program documentation.
- Participates in program design discussions, makes recommendations on refining current offerings and developing new deliverables.
- Drafts and edits documentation informing internal staff, customers, or agency partners about program information, services, and tool utilization.
- Provides front-line and over the phone customer service to provide information, complete initial customer intakes, schedule assessments, answer billing questions, and refer customers to appropriate staff.
- Coordinates with third party providers to obtain product and service information.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

When Assigned to Demand Side Management (DSM)

- Establishes new customer accounts in the system, ensuring customer information is correct and current; creates and maintains customer files for customer rebate applications, supporting documentation, and records of correspondence between customers, contractors, and vendors.
- Reviews customer rebate applications and supporting documents for completion; contacts customers or contractors when applicable to obtain additional information and documentation; determines eligibility for rebate programs; and processes and issues rebates.
- Communicates with contractors and vendors in person, electronically, or over the phone to provide information about RCEA programs, rebates, and other services.
- Conducts phone-based customer energy assessments and completes reports; participates in developing and maintaining assessment tools and processes.
- Supports RCEA during community events; provides information and resources to community members regarding RCEA rebates programs and offerings.

When Assigned to Community Strategies

- Coordinates community outreach and events to inform the public and community partners of the variety of programs and services offered by RCEA.
- Researches and identifies potential community groups, partners, and events which may have demographics that would benefit from RCEA services; contacts external agencies and/or coordinators of public events to schedule RCEA presentations, webinars, tabling events, booths, or workshops.
- Prepares and coordinates community presentations, including scheduling, developing handouts and informational documents, and, at times, delivering portions of the presentation.
- Supports the Community Strategies Manager in the compilation, editing, and uploading of agency data on the RCEA website; adds and removes content as needed.
- Designs and creates documents, templates, mailers, signs, and business cards for various programs and departments.
- Develops web content and maintains talking points.
- In conjunction with the Community Strategies Manager, creates and posts RCEA social media content; collaborates with other departments to identify and promote various programs and events.
- Monitors website and social media analytics to track user engagement data to be used for future analysis and reporting.

QUALIFICATIONS

Knowledge of:

- Energy-related technologies and practices.
- Basic math computing.
- Data collection, reporting, and analysis.
- Principles and techniques of effective customer outreach and relations.
- Basic project management and support practices.
- Operations and services provided within assigned program area.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- RCEA and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and RCEA staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Evaluate, recommend, and implement measures.
- Assist in collaborative program development and design processes, including needs assessments, project design and proposals, preparing marketing tools, and determining evaluation and reporting metrics.
- Handle multiple projects simultaneously within stringent time constraints.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to an associate degree and two (2) years of experience supporting the development and implementation of programs in a related field.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.



REGULATORY AND LEGISLATIVE POLICY MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the programs, projects, and activities associated with RCEA's regulatory and legislative policy efforts to support RCEA's mission and objectives; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to the Executive Director; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director. May exercise direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the activities of RCEA's efforts related to regulatory and legislative policy on a local, state, and federal level. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program(s), projects, and activities associated with RCEA's regulatory and legislative policy efforts. Employees serve as a specialist, liaison, and advocate for RCEA's mission and objectives as they relate to current and proposed legislation, with regular contact and interactions with RCEA senior management and staff positions, other public agencies, community organizations, trade organizations such as CalCCA, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for regulatory and legislative activities, programs, projects, and efforts, including review and analysis of current and proposed legislation and recommending RCEA's position on regulatory changes.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas of responsibility; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the assigned budget; determines funding needed for equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops high-level policy and responses for key regulatory issues affecting RCEA, including strategy and prioritization of regulatory actions for consideration by management
- Represents 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.
- Participates in various CalCCA working groups representing RCEA's interests.
- Manages RCEA legislative activities; tracks, reviews, analyzes, and summarizes legislation and recommends positions for RCEA on pertinent policy changes; maintains relationships with legislators in RCEA's delegation; proposes amendments where needed to policymakers, usually as part of a stakeholder group.

- Tracks, analyzes, and interprets regulatory proposals and other policy issues with an eye toward impact on and response from RCEA.
- Manages and ensures the timely submission of all mandatory compliance obligations with agencies and organizations including CAISO, CPUC, CEC, FERC, DOE, CARB, WREGIS, EPA and others.
- Works 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.
- Stays current on new, proposed, and emerging regulations, legislation, and policies; delivers updates on regulatory and legislative climate and actions.
- - Recommends modifications to assigned programs, policies, and procedures, as appropriate, based on newly adopted legislation and case law.
- Serves as a liaison for assigned functions with other RCEA departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engages in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Public agency governance.
- 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.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- RCEA and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and RCEA staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for RCEA's regulatory and legislative policy activities and efforts.
- Effectively interpret and apply contract language and commercial agreements.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Stay current on new and proposed regulations, legislation, and policies that affect RCEA's programs and activities.
- Assess and interpret complex regulatory and legislative materials explain their impact on RCEA activities and programs to a broader audience.
- Effectively represent RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in public relations, public administration, political science, environmental science, or a related field and five (5) years of progressively responsible professional environmental or utility policy experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

DRAFT



REN PORTFOLIO ADMINISTRATOR

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages RCEA's efforts related to the administrative management of Northern Rural Energy Network (NREN) portfolio of programs, projects, and activities including completing regulatory reporting to the California Public Utilities Commission (CPUC); serves as administrative manager of multi-agency programs; serves as a liaison and fosters cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers; provides complex and responsible support to the Director of Demand Side Management and NREN partner agency program leads; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director. Exercises direct supervision over technical and administrative staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing a portfolio of programs that include partnerships between RCEA and external agencies and organizations which includes accountability to both internal and external stakeholders. Incumbents manage key administrative elements on behalf of all agency stakeholders ensuring that these programs benefit each partner agency equally, and that they operate in compliance with CPUC regulations, NREN's adopted bylaws and governing documents, and RCEA's internal policies and procedures. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program portfolio(s). Employees serve as a specialist, liaison, and advocate for the program portfolio(s), with regular contact and interactions with RCEA senior management positions, other public agencies, community organizations, regulatory and governmental agencies, and members of the community.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for NREN administrative requirements, projects, and efforts, including establishing, overseeing, and administering the procurement and contracts on behalf of the NREN Governing Partners for program implementation and enterprise-level business administration.
- Provides administrative management of NREN ensuring that the best interests of all partner agencies are considered in program activities and implementation; objectively coordinates with assigned program leads to ensure that all partner agencies have equal influence on program decision making.
- Participates in the development and implementation of goals, objectives, policies, and priorities for portfolio of programs; recommends within policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Participates in the selection, training, motivation, and evaluation of assigned personnel; works with

- employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with RCEA specifications and service quality.
- Establishes work plans and task orders for contractors and consultants; establishes scope of work, timelines, and deliverables; collaborates with others to develop contracts and memoranda of agreement for implementing partners and consultants.
- Attends and participates in meetings with the NREN governing partners and staff to discuss operations, the launch, implementation, and evaluation of programs, marketing, and governance.
- Completes regular stakeholder engagement including meeting with portfolio administrators of other energy efficiency programs to coordinate on required regulatory activities; attends California Energy Efficiency Coordinating Council (CAEECC) to present on program performance; meets with fiscal sponsor(s) regarding contracting, payments, data requests, and program coordination; and completes ad-hoc presentations on NREN programs to community advisory committees and energy committees.
- Collaborates with legal counsel to file regulatory filings such as advice letters, petitions, portfolio applications, and comments on proposed decisions and rulings.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other RCEA departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Monitors changes in regulations and technology that may affect operations; recommends policy and procedural changes as needed.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Observes and complies with all RCEA and mandated safety rules, regulations, and protocols.
- Ensures staff observe and comply with all Agency and mandated safety rules, regulations, and protocols.
- Supports the ongoing implementation of RCEA's Racial Justice Plan and actively engage in justice, equity, diversity, and inclusion efforts within the organization.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Energy technologies, principles of energy management, usage, efficiency, and conservation.
- Local and state level energy policy and goals.
- Meeting facilitation and consensus building.
- CPUC reporting procedures and platforms.
- Database and computing platforms, including Salesforce, MS Office 360, SharePoint.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

- RCEA and mandated safety rules, regulations, and protocols.
- Principles and practices of effectively negotiating, managing, and administering contracted services ensuring that contractual obligations and service levels are met.
- Principles and practices of effectively administering large, complex, multi-year budgets.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and RCEA staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for NREN.
- Ensure objective administrative management of multi-agency programs, activities, and services.
- Effectively procure, establish scope of work, and oversee subcontractors and contractors.
- Assist with program development and design, including needs assessments, drafting proposals, preparing marketing tools, evaluation, and reporting.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent NREN and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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:

Equivalent to a bachelor's degree in public policy, environmental science, engineering, or a related field and five (5) years of progressively responsible experience providing fiscal, administrative, and regulatory oversight of energy and efficiency projects or programs.

Licenses and Certifications:

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

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EXECUTIVE DIRECTOR

DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all RCEA functions and activities; provides policy guidance and program evaluation to the Board of Directors and management staff; encourages and facilitates provision of services to RCEA customers; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction by the Board of Directors. Exercises general direction and supervision to RCEA staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

The Executive Director serves as the Chief Executive Officer of RCEA, accountable to the Board of Directors and responsible for enforcement of all RCEA ordinances, policies, and procedures, the conduct of all financial activities and the efficient and economical performance of RCEA's operations.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, administers, coordinates, and evaluates, either directly or through subordinate management and supervisory staff, the work of RCEA in accordance with applicable laws, ordinances, regulations, adopted policies and objectives of the Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Directors and RCEA; develops and approves administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual operating budget for RCEA; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the Board of Directors.
- Advises the Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-range plans for RCEA's service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future needs.
- Ensure ongoing programmatic excellence, rigorous program evaluation, consistent quality of administration, communications, and development of resources to achieve strategic goals.
- Represents RCEA and the Board of Directors in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations; acts as RCEA liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by RCEA.

- Provides for contract services and ensures proper performance of obligations to RCEA; has responsibility for enforcement of all policies and procedures.
- Analyze complex employment situations, assess benefits, and potentially provide proposed action and alternatives, and make effective recommendations to implement or ensure implementation of recommendations.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversee implementation of the Humboldt County Comprehensive Action Plan for Energy (CAPE).
- Ensures that the Board of Directors is kept informed of RCEA's functions, activities, and financial status, and of legal, social, and economic issues affecting RCEA activities.
- Monitors changes in laws, regulations, and technology that may affect operations; implements policy and procedural changes as required.
- Lead the ongoing implementation of RCEA's Racial Justice Plan and actively champion and support justice, equity, diversity and inclusion efforts across the organization.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government, specifically housing authority, administration.
- Technical, legal, financial, and public relations problems associated with the management of public utilities, the energy sector, state and federal energy efficiency, and renewable energy programs.
- Principles, practices, and procedures of public administration.
- Functions, services, and funding sources of a public agency government.
- Functions, authority, responsibilities, and limitations of an appointed Board of Directors.
- Applicable Federal and State laws, codes, ordinances, and regulations.
- Principles and practices of budget development, administration, and accountability.
- Current social, political, and economic trends affecting RCEA and its service provision.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing RCEA in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors, and staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and staff, in person and over the telephone.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of RCEA.
- Work cooperatively with, provide staff support to and implement the policies of the Board of Directors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

- Oversee all financial activities, including administering, developing, and implementation of RCEA's budget and the control of all expenditures and purchases.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent RCEA in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- Organize own work, coordinate projects, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, project management, environmental studies, or a related field and ten (10) years of management or administrative experience in public utilities, renewable energy, and/or program administration.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various community locations and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Role	Grade		1	2	3	4	5	6	7	8	9	10
Intern	12	Annual	\$ 45,039.81	\$ 47,291.80	\$ 49,656.39	\$ 52,139.21	\$ 54,746.17	\$ 57,483.48	\$ 60,357.65	\$ 63,375.54	\$ 66,544.31	\$ 69,871.53
		Bi-Weekly	\$ 1,732.30	\$ 1,818.92	\$ 1,909.86	\$ 2,005.35	\$ 2,105.62	\$ 2,210.90	\$ 2,321.45	\$ 2,437.52	\$ 2,559.40	\$ 2,687.37
		Hourly	\$ 21.65	\$ 22.74	\$ 23.87	\$ 25.07	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59
Program Assistant	18	Annual	\$ 52,232.37	\$ 54,843.99	\$ 57,586.19	\$ 60,465.50	\$ 63,488.77	\$ 66,663.21	\$ 69,996.37	\$ 73,496.19	\$ 77,171.00	\$ 81,029.55
		Bi-Weekly	\$ 2,008.94	\$ 2,109.38	\$ 2,214.85	\$ 2,325.60	\$ 2,441.88	\$ 2,563.97	\$ 2,692.17	\$ 2,826.78	\$ 2,968.12	\$ 3,116.52
		Hourly	\$ 25.11	\$ 26.37	\$ 27.69	\$ 29.07	\$ 30.52	\$ 32.05	\$ 33.65	\$ 35.33	\$ 37.10	\$ 38.96
Program Coordinator Program Specialist	23	Annual	\$ 59,096.13	\$ 62,050.94	\$ 65,153.49	\$ 68,411.16	\$ 71,831.72	\$ 75,423.31	\$ 79,194.47	\$ 83,154.20	\$ 87,311.90	\$ 91,677.50
		Bi-Weekly	\$ 2,272.93	\$ 2,386.57	\$ 2,505.90	\$ 2,631.20	\$ 2,762.76	\$ 2,900.90	\$ 3,045.94	\$ 3,198.24	\$ 3,358.15	\$ 3,526.06
		Hourly	\$ 28.41	\$ 29.83	\$ 31.32	\$ 32.89	\$ 34.53	\$ 36.26	\$ 38.07	\$ 39.98	\$ 41.98	\$ 44.08
Program Specialist - Incumbent	Y	Annual								\$ 94,747.98	\$ 97,116.68	\$ 99,544.60
		Bi-Weekly								\$ 3,644.15	\$ 3,735.26	\$ 3,828.64
		Hourly								\$ 45.55	\$ 46.69	\$ 47.86
Account Services Representative	27	Annual	\$ 65,231.07	\$ 68,492.63	\$ 71,917.26	\$ 75,513.12	\$ 79,288.78	\$ 83,253.22	\$ 87,415.88	\$ 91,786.67	\$ 96,376.01	\$ 101,194.81
		Bi-Weekly	\$ 2,508.89	\$ 2,634.33	\$ 2,766.05	\$ 2,904.35	\$ 3,049.57	\$ 3,202.05	\$ 3,362.15	\$ 3,530.26	\$ 3,706.77	\$ 3,892.11
		Hourly	\$ 31.36	\$ 32.93	\$ 34.58	\$ 36.30	\$ 38.12	\$ 40.03	\$ 42.03	\$ 44.13	\$ 46.33	\$ 48.65
Compliance Technician Information Technology Technician	30	Annual	\$ 70,246.73	\$ 73,759.07	\$ 77,447.02	\$ 81,319.37	\$ 85,385.34	\$ 89,654.61	\$ 94,137.34	\$ 98,844.21	\$ 103,786.42	\$ 108,975.74
		Bi-Weekly	\$ 2,701.80	\$ 2,836.89	\$ 2,978.73	\$ 3,127.67	\$ 3,284.05	\$ 3,448.25	\$ 3,620.67	\$ 3,801.70	\$ 3,991.79	\$ 4,191.37
		Hourly	\$ 33.77	\$ 35.46	\$ 37.23	\$ 39.10	\$ 41.05	\$ 43.10	\$ 45.26	\$ 47.52	\$ 49.90	\$ 52.39
Clerk of the Board	32	Annual	\$ 73,802.97	\$ 77,493.12	\$ 81,367.78	\$ 85,436.17	\$ 89,707.98	\$ 94,193.37	\$ 98,903.04	\$ 103,848.20	\$ 109,040.60	\$ 114,492.64
		Bi-Weekly	\$ 2,838.58	\$ 2,980.50	\$ 3,129.53	\$ 3,286.01	\$ 3,450.31	\$ 3,622.82	\$ 3,803.96	\$ 3,994.16	\$ 4,193.87	\$ 4,403.56
		Hourly	\$ 35.48	\$ 37.26	\$ 39.12	\$ 41.08	\$ 43.13	\$ 45.29	\$ 47.55	\$ 49.93	\$ 52.42	\$ 55.04
Data Analyst Grant Analyst	33	Annual	\$ 75,648.05	\$ 79,430.45	\$ 83,401.97	\$ 87,572.07	\$ 91,950.67	\$ 96,548.21	\$ 101,375.62	\$ 106,444.40	\$ 111,766.62	\$ 117,354.95
		Bi-Weekly	\$ 2,909.54	\$ 3,055.02	\$ 3,207.77	\$ 3,368.16	\$ 3,536.56	\$ 3,713.39	\$ 3,899.06	\$ 4,094.02	\$ 4,298.72	\$ 4,513.65
		Hourly	\$ 36.37	\$ 38.19	\$ 40.10	\$ 42.10	\$ 44.21	\$ 46.42	\$ 48.74	\$ 51.18	\$ 53.73	\$ 56.42
Program Analyst	35	Annual	\$ 79,477.73	\$ 83,451.62	\$ 87,624.20	\$ 92,005.41	\$ 96,605.68	\$ 101,435.96	\$ 106,507.76	\$ 111,833.15	\$ 117,424.81	\$ 123,296.05
		Bi-Weekly	\$ 3,056.84	\$ 3,209.68	\$ 3,370.16	\$ 3,538.67	\$ 3,715.60	\$ 3,901.38	\$ 4,096.45	\$ 4,301.27	\$ 4,516.34	\$ 4,742.16
		Hourly	\$ 38.21	\$ 40.12	\$ 42.13	\$ 44.23	\$ 46.45	\$ 48.77	\$ 51.21	\$ 53.77	\$ 56.45	\$ 59.28
Accounting Manager Human Resources Manager Community Strategies Manager Capital Assets Manager Account Services Manager Customer Programs Manager Contracts & Grants Manager Regulatory & Legislative Policy Manager	41	Annual	\$ 92,169.80	\$ 96,778.29	\$ 101,617.21	\$ 106,698.07	\$ 112,032.97	\$ 117,634.62	\$ 123,516.35	\$ 129,692.17	\$ 136,176.77	\$ 142,985.61
		Bi-Weekly	\$ 3,544.99	\$ 3,722.24	\$ 3,908.35	\$ 4,103.77	\$ 4,308.96	\$ 4,524.41	\$ 4,750.63	\$ 4,988.16	\$ 5,237.57	\$ 5,499.45
		Hourly	\$ 44.31	\$ 46.53	\$ 48.85	\$ 51.30	\$ 53.86	\$ 56.56	\$ 59.38	\$ 62.35	\$ 65.47	\$ 68.74
Power Resources Manager NREN Administrator	48	Annual	\$ 109,560.93	\$ 115,038.98	\$ 120,790.92	\$ 126,830.47	\$ 133,171.99	\$ 139,830.59	\$ 146,822.12	\$ 154,163.23	\$ 161,871.39	\$ 169,964.96
		Bi-Weekly	\$ 4,213.88	\$ 4,424.58	\$ 4,645.80	\$ 4,878.10	\$ 5,122.00	\$ 5,378.10	\$ 5,647.00	\$ 5,929.35	\$ 6,225.82	\$ 6,537.11
		Hourly	\$ 52.67	\$ 55.31	\$ 58.07	\$ 60.98	\$ 64.02	\$ 67.23	\$ 70.59	\$ 74.12	\$ 77.82	\$ 81.71
Director of Engagement and Regional Climate Planning Director of Customer Programs	55	Annual	\$ 130,233.52	\$ 136,745.19	\$ 143,582.45	\$ 150,761.57	\$ 158,299.65	\$ 166,214.63	\$ 174,525.37	\$ 183,251.63	\$ 192,414.22	\$ 202,034.93
		Bi-Weekly	\$ 5,008.98	\$ 5,259.43	\$ 5,522.40	\$ 5,798.52	\$ 6,088.45	\$ 6,392.87	\$ 6,712.51	\$ 7,048.14	\$ 7,400.55	\$ 7,770.57
		Hourly	\$ 62.61	\$ 65.74	\$ 69.03	\$ 72.48	\$ 76.11	\$ 79.91	\$ 83.91	\$ 88.10	\$ 92.51	\$ 97.13
Director of Power Resources Director of Business Planning & Finance Deputy Executive Director	58	Annual	\$ 140,247.25	\$ 147,259.61	\$ 154,622.60	\$ 162,353.72	\$ 170,471.41	\$ 178,994.98	\$ 187,944.73	\$ 197,341.97	\$ 207,209.07	\$ 217,569.52
		Bi-Weekly	\$ 5,394.13	\$ 5,663.83	\$ 5,947.02	\$ 6,244.37	\$ 6,556.59	\$ 6,884.42	\$ 7,228.64	\$ 7,590.08	\$ 7,969.58	\$ 8,368.06
		Hourly	\$ 67.43	\$ 70.80	\$ 74.34	\$ 78.05	\$ 81.96	\$ 86.06	\$ 90.36	\$ 94.88	\$ 99.62	\$ 104.60
Executive Director	67	Annual	\$ 175,149.60	\$ 183,907.08	\$ 193,102.43	\$ 202,757.56	\$ 212,895.43	\$ 223,540.20	\$ 234,717.21	\$ 246,453.08	\$ 258,775.73	\$ 271,714.52
		Bi-Weekly	\$ 6,736.52	\$ 7,073.35	\$ 7,427.02	\$ 7,798.37	\$ 8,188.29	\$ 8,597.70	\$ 9,027.59	\$ 9,478.96	\$ 9,952.91	\$ 10,450.56
		Hourly	\$ 84.21	\$ 88.42	\$ 92.84	\$ 97.48	\$ 102.35	\$ 107.47	\$ 112.84	\$ 118.49	\$ 124.41	\$ 130.63

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Redwood Coast Energy Authority - Job Classifications and Pay Scales, effective July 1, 2025

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Associate/Intern										
Hourly	22.81	23.39	23.99	24.60	25.24	25.86	26.51	27.18	27.86	28.56
Monthly	3,953.28	3,983.51	4,085.65	4,190.41	4,297.87	4,405.31	4,515.44	4,628.33	4,744.04	4,862.63
Annual	47,439.38	48,655.77	49,903.36	51,182.93	52,495.31	53,807.70	55,152.89	56,531.71	57,945.01	59,393.62

Coordinator										
Hourly	28.89	29.61	30.35	31.11	31.88	32.68	33.50	34.33	35.19	36.07
Monthly	5,006.73	5,131.91	5,260.20	5,391.70	5,526.50	5,664.66	5,806.28	5,951.43	6,100.22	6,252.73
Annual	60,080.80	61,582.82	63,122.40	64,700.45	66,317.96	67,975.91	69,675.31	71,417.19	73,202.62	75,032.68

Specialist										
Hourly	33.22	34.07	34.95	35.84	36.76	37.70	38.67	39.67	40.65	41.67
Monthly	5,757.93	5,905.57	6,056.99	6,212.30	6,371.59	6,534.96	6,702.53	6,874.39	7,046.24	7,222.41
Annual	69,095.14	70,866.81	72,683.90	74,547.60	76,459.07	78,419.56	80,430.32	82,492.63	84,554.95	86,668.82

Senior Specialist										
Hourly	38.20	39.18	40.18	41.21	42.27	43.35	44.45	45.55	46.69	47.86
Monthly	6,621.62	6,791.40	6,965.54	7,144.15	7,327.32	7,515.21	7,703.08	7,895.66	8,093.06	8,295.38
Annual	79,459.41	81,496.83	83,586.49	85,729.74	87,927.93	90,182.50	92,437.06	94,747.98	97,116.68	99,544.60

Technician/Analyst										
Hourly	39.26	40.27	41.30	42.36	43.44	44.55	45.70	46.87	48.04	49.25
Monthly	6,804.83	6,979.31	7,158.26	7,341.80	7,530.06	7,723.14	7,921.17	8,124.27	8,327.38	8,535.57
Annual	81,657.88	83,751.68	85,899.16	88,101.70	90,360.72	92,677.67	95,054.02	97,491.30	99,928.57	102,426.79

Senior Technician/Analyst										
Hourly	45.15	46.30	47.49	48.71	49.96	51.24	52.52	53.84	55.18	56.56
Monthly	7,825.55	8,026.20	8,232.00	8,443.08	8,659.56	8,881.61	9,103.65	9,331.24	9,564.52	9,803.63
Annual	93,906.58	96,314.43	98,784.04	101,316.96	103,914.83	106,579.31	109,243.79	111,974.89	114,774.27	117,643.62

Manager										
Hourly	45.29	46.46	47.65	48.88	50.13	51.41	52.72	54.08	55.44	56.82
Monthly	7,851.72	8,053.04	8,259.53	8,471.32	8,688.53	8,911.31	9,139.81	9,374.16	9,608.52	9,848.73
Annual	94,220.64	96,636.55	99,114.42	101,655.81	104,262.37	106,935.77	109,677.71	112,489.96	115,302.21	118,184.76

Senior Manager										
Hourly	52.09	53.42	54.80	56.20	57.64	59.13	60.60	62.12	63.67	65.26
Monthly	9,029.48	9,261.01	9,498.47	9,742.01	9,991.81	10,248.01	10,504.21	10,766.81	11,035.99	11,311.89
Annual	108,353.74	111,132.04	113,981.58	116,904.18	119,901.73	122,976.13	126,050.54	129,201.80	132,431.84	135,742.64

Director										
Hourly	65.17	66.83	68.55	70.31	72.11	73.91	75.76	77.66	79.60	81.59
Monthly	11,295.10	11,584.71	11,881.75	12,186.42	12,498.88	12,811.36	13,131.64	13,459.93	13,796.43	14,141.34
Annual	135,541.08	139,016.50	142,581.02	146,236.94	149,986.61	153,736.27	157,579.68	161,519.17	165,557.15	169,696.08

Redwood Coast Energy Authority - Executive Director Pay Scale, effective 4.22.24

Executive Director

Hourly	87.91	90.11	92.36	94.67	97.04	99.46	101.95	104.50	107.11	109.79	112.53	115.35	118.23
Monthly	15,237.72	15,618.66	16,009.13	16,409.35	16,819.59	17,240.08	17,671.08	18,112.86	18,565.68	19,029.82	19,505.56	19,993.20	20,493.03
Annual	182,852.59	187,423.90	192,109.50	196,912.24	201,835.05	206,880.92	212,052.95	217,354.27	222,788.13	228,357.83	234,066.77	239,918.44	245,916.40



Staff Report

Agenda Item # 8.3

Information

Agenda Date	March 26, 2026
To	Board of Directors
Prepared by	Kristy Siino, Human Resources Manager Eileen Verbeck, Deputy Executive Director Beth Burks, Executive Director
Subject	Consideration of a Reduced 34-Hour Workweek

Summary

Staff requests Board consideration of a reduced, 34-hour workweek for full-time employees effective May 4, 2026. The proposed schedule is intended to support employee recruitment and retention, promote work-life balance, and maintain service levels to the public, while remaining fiscally responsible. The proposal does not reduce employee productivity expectations or service standards and would be implemented within existing operational and budgetary constraints.

To offset potential cost impacts, the proposal includes a temporary suspension of COLAs for two fiscal years, and a one-time salary adjustment related solely to the 27th pay period occurring in the current calendar year. These measures are intended to ensure budget stability and do not represent a permanent change to compensation policy.

Background

Like many public agencies, RCEA continues to experience budget constraints combined with competitive labor market conditions, increased workload complexity, and heightened employee burnout. In response, staff have evaluated alternative work schedules that maintain operational effectiveness while improving organizational sustainability.

A reduced workweek of 34 hours has been identified as a viable option. Similar schedules have been adopted by public agencies locally as well as nationwide. Staff believe this approach aligns with the RCEA's strategic goals related to workforce stability, service quality, and organizational resilience.

Proposed Workweek Structure

Under this proposal full-time employment would be defined as 34 hours per week, consisting of 8.5 hours and four days per week. Employees would generally work Monday through Thursday, with schedules determined by department needs. If the reduced work week is adopted, RCEA's business office will be closed on Fridays.



In addition, annual vacation and sick leave accruals would be adjusted to reflect the reduced workweek hours. Staff are also recommending Floating Holidays (currently 3 days per calendar year), sunset for staff at the end of the 2026 calendar year.

The reduced workweek would not alter performance expectations, service delivery standards, or essential job duties

Compensation and Fiscal Considerations

In calendar year 2026, RCEA's normal bi-weekly salary schedule includes one additional pay period (27th pay period). The 27th pay period occurs for all bi-weekly pay schedules every 11-12 years. There are two common practices when a 27th pay period occurs: 1) pay the additional pay period, as is; 2) recalculate salaries over 27 pay periods, to pay the same regular annual salary. Staff estimate that the 27th pay period would add approximately \$200,000 to the personnel budget for 26/27, and propose recalculating bi-weekly salaries, effective May 4, 2026, for the remainder of the calendar year. This adjustment is intended solely to ensure annual compensation is correctly distributed across the additional pay period, does not increase base salary rates, and will not recur in future years.

Additionally, during the initial implementation of the reduced workweek schedule, staff propose a temporary COLA pause for the next two fiscal years, 2026/2027 and 2027/2028.

Labor and Policy Considerations

Implementation of a reduced workweek would comply with applicable federal and state labor laws. Personnel policies, administrative procedures, and employment documents would be updated as necessary to reflect the new work week's definition.

Equity Impacts

Supports RCEA's mission to provide equity and inclusion in hiring and promotion and promoting healthy work-life balance.

Financial Impact

The cost to adopt a reduced work week is captured in the Board adopted personnel budget. Pausing potential COLA increases and recalculating bi-weekly salaries to account for the 27 pay periods allows RCEA to stabilize labor costs over the next two fiscal years.

Staff Recommendation

Approve changing full-time employees' regular working hours as 34 hours per week, adjustment of Vacation and Sick leave accruals to reflect reduced hours, and sunset Floating Holidays after the 2026 calendar year.

Pause COLA increases for all Staff for the 2026/2027 and 2027/2028 fiscal years.

Authorize a one-time salary adjustment for the Calendar year 2026, solely to address the occurrence of a 27th pay period.

No Attachments



Staff Report

Agenda Item # 8.4

Information

Agenda Date	March 26, 2026
To	Board of Directors
Prepared by	Lori Biondini, Business Planning and Finance Director
Subject	Fiscal Year 2025-2026 Midyear Budget Adjustments

Summary

Staff propose changes to RCEA’s fiscal year-end 2026 budget to better align with anticipated actual revenue and expense.

Background

Electricity Sales and Wholesale Power Costs

RCEA sets the fiscal year budget for revenue from retail electricity sales based on forecasts prepared by The Energy Authority, Inc. (TEA) that consider RCEA’s set retail rates for the remainder of the calendar year and expected energy usage, and anticipated retail rates for the first half of the following calendar year. TEA’s forecast also informs the fiscal year budget for wholesale power costs, including how much energy is expected to come from contracted electricity generation sources and what other products such as day-ahead energy and renewable energy credits will cost when they are expected to be procured. The forecasts are updated daily and may reflect large swings due to changing market prices and new information. Because these budget items represent approximately 80% and 75% of RCEA’s total budget, respectively, reviewing and updating these line items at least once during the fiscal year allows staff to better manage net income and cash flow. *Expected electricity sales revenue is reduced by about \$15.6 million, and Wholesale Power Supply by about \$8.3 million.*

Other Budget Item Updates

Project Delay Fees and Interest on Deposits

To date, Staff have not included any anticipated revenue associated with delay damage payments collected from energy project developers, nor interest earned on deposits. The amount earned this fiscal year-to-date is significant and therefore a portion was included as additional revenue. *Programs Services fee revenue is increased by \$1 million.*

Grant-Funded Programs

Revenue from the California Energy Commission grant for the North Coast Regional Charging Network project is reduced by \$113,946 because it was realized at the very end of last fiscal year, after the current



REDWOOD COAST Energy Authority

budget was adopted, and was for costs accrued last fiscal year. *Construction costs for the project were increased by \$99,510 this year due to necessary change orders.*

Community Choice Energy Customer Programs

Staff propose that RCEA continue to offer the popular *Electric Vehicle and Electric Bicycle rebate/voucher programs for a cost of \$60,000.*

Personnel Expenses

Within weeks of adopting the current fiscal year budget, Staff were presented with increasingly negative financial projections based on much reduced electricity sales revenue estimates. Additionally, Staff anticipated finishing the classification and compensation study, as well as a re-organization of functional departments and associated staffing of RCEA within the year. The negative financial outlook and impending organizational changes caused a prudent pause in hiring/back-filling vacant positions. This pause, in addition to a planned leave, resulted in about *\$980,000 decreased personnel costs, including employer-paid insurance premiums* which were set at the beginning of the calendar year and are less than estimated. Other *personnel-related cost savings of \$60,000* were realized from not hiring a consultant for re-organization planning.

Non-Personnel Operational Expenses

Expenses associated with *planned office design and construction consulting are reduced by \$397,806.*

Communications and Outreach

As a result of not pursuing as many outreach events or media advertising opportunities as planned, the *Communications and Outreach expenses are reduced by \$72,004.*

Equity Impacts

RCEA is dedicated to keeping equity as a consideration in all business decisions. Direct impacts of the proposed budget adjustments include additional customer rebate funding allocation that will benefit some customers investing in electric vehicles and electric bicycles, and additional match funding for the construction of electric vehicle charging stations in remote areas of Humboldt. This is more than offset by developer-paid contractual damages, interest earned on cash reserves, substantial reduction of expected personnel costs and not engaging planned professional services when it made better sense to pivot or pause. These investments in greenhouse gas-free transportation options are meant to benefit the broader community through market transformation and cleaner air.

Financial Impact

The adopted fiscal year budget anticipated a net income/cash reserve contribution of \$5 million. The proposed budget adjustments net to (\$4,840,458), resulting in net income/cash reserve contribution actual of \$159,542. The adjusted budget would result in a revised reserve target (180 days of CCA operating budget as cash on hand) of \$29,070,407 (reduced from \$33,290,033).

Staff Recommendation

Approve proposed changes to the RCEA Fiscal Year 2025-2026 Budget.



Attachments

1. RCEA Fiscal Year 2025-2026 Budget – Midyear Adjustments

Redwood Coast Energy Authority Fiscal Year 2025-2026 Budget - Midyear Adjustments

	FISCAL YEAR 2025-2026 BUDGET	Adjustments	Proposed Budget w/Adjustments
Revenue			
State Contracts	1,634,000	(113,946)	1,520,054
Federal Contracts	-		
REV/Net Sales & LCFS Credits	77,000		
Program Service Fees	-	1,000,000	1,000,000
Non-government Contracts	9,993,607		
Electricity Sales	73,752,521	(17,136,317)	56,616,204
Uncollectable Accounts	(2,212,576)	1,492,041	(720,535)
Total	83,244,552	(14,758,222)	68,486,330
Expense			
WHOLESALE POWER SUPPLY			
Sub-total	57,617,586	(8,289,988)	49,327,598
PERSONNEL EXPENSES			
Payroll			
Total	6,119,033	(980,000)	5,139,033
Other Personnel Costs			
Total	285,063	(60,000)	225,063
Sub-total	6,404,096	(1,040,000)	5,364,096
FACILITIES AND OPERATIONS			
Offices/Workstations			
Total	987,525		
Major Capital Assets			
Operations & Maintenance	230,694		
Capital Contributions	450,829	(390,000)	60,829
Total	681,523		
Property & Liability Insurance	105,000		
Dues & Memberships	397,559		
Sub-total	2,171,607	(397,806)	1,773,801
COMMUNICATIONS AND OUTREACH			
Sub-total	363,250	(72,004)	291,246
PROFESSIONAL & PROGRAM SERVICES			
Regulatory	150,000		
Program Related Professional Services	3,220,084	99,510	3,319,594
Accounting	228,000		
Legal	249,000		
Wholesale Services - TEA	896,946	180,302	1,077,248
Procurement Credit - TEA	572,390	(429,212)	143,178
Data Management - Calpine	808,002	(28,567)	779,435
Customer Billing - PG&E	256,634		
Sub-total	9,936,158	(177,967)	9,758,191
INCENTIVES & REBATES			
Developer Fund/Grant Fund Match	10,000		
EV/EVSE/E-bike Incentives to Customers	100,000	60,000	160,000
Residential Equipment Efficiency	949,446		
Commercial Equipment Efficiency	560,709		
Lending Library	2,500		
Small motor/Lawn equipment	-		
Sub-total	1,622,655	60,000	1,682,655
NON OPERATING COSTS			
Sub-total	129,200		129,200
Total Expense	78,244,552	(9,917,765)	68,326,787
Net Income			
G&A contribution Indirect 33%	704,510		159,542
G&A contribution PTO 15% of FT Salary	421,117		
Interdepartmental Transfer			
Reserves / Rate Stabilization	5,000,000	(4,840,458)	159,542

CCE Operating Expenses
120 Days Cash-on-Hand
180 Days Cash-on-Hand

29,070,407