



Job Announcement

Director of Regulatory Affairs

Full-Time/Contract-to-Hire Position

Open until Filled

Ideal Start Date: December 2018

Annual Salary: To Be Negotiated

Summary

The California Community Choice Association (CalCCA) is a newly formed non-profit association with a rapidly growing membership. The Director of Regulatory Affairs is responsible for serving as the head of all regulatory matters for CalCCA and working closely with statewide representatives and decision-makers at various regulatory bodies, the CalCCA Board of Directors, members and their staff, lobbyists and external counsel. This position works to promote and represent the interests of CalCCA and advocates for and shapes statewide policies that impact Community Choice Aggregators (CCAs) and their programs. The Director of Regulatory Affairs reports to the Executive Director and works closely with other CalCCA leadership staff as needed.

Essential Duties

Regulatory

- Work directly with the CalCCA Board, CalCCA committees, external counsel, and contractors regarding a variety of regulatory issues affecting Community Choice Aggregation in California.
- Direct, represent, and oversee representation of CalCCA in energy-related administrative proceedings before regulatory agencies.
- Prepare and/or review CalCCA regulatory filings in energy-related administrative proceedings before regulatory agencies.
- Review, analyze, and report out on filings of other agencies in energy-related administrative proceedings before regulatory agencies.

- Build and lead coalitions amongst CCAs in support of CalCCA's position on various policy positions.
- Build coalitions with key statewide decision-makers, stakeholders, and advocates and create partnerships beneficial to CalCCA regulatory policy outcomes.
- Regularly update CalCCA staff, Board, and committees on regulatory developments.

General

- Develop, negotiate, and manage contracts with external entities performing regulatory duties on behalf of CalCCA.
- Monitor and track budgets related to regulatory matters.
- Prepare and/or review content for talking points, press releases, and informational handouts related to regulatory matters.
- Represent CalCCA publicly at events and speak on panels/present as needed.
- Manage contracted external consultants, counsel, and experts and supervise CalCCA staff members as assigned.
- Other duties as identified or assigned by the Executive Director.

Minimum Qualifications

Education and Experience

Minimum: To perform this job successfully, the candidate must possess a Bachelor's Degree from an accredited university and 10 years of progressive experience and leadership in regulatory matters, specifically in the field of energy matters, with at least five of those years in the State of California.

Desired: A Juris Doctor degree from an accredited university; supplemented by a minimum of 5 years of progressively responsible experience as an attorney working on complex regulatory, legislative, or energy matters at a law firm, non-profit organization, or as in-house counsel. Current active membership in the State Bar of California is highly desired.

Knowledge of:

- Best practices for program and project management.
- Community Choice Aggregation and the California electric utility market.
- The purpose, organization, and operations of CCAs and trade associations.
- California electric utility regulatory issues and regulatory practices and procedures at the California Public Utilities Commission and other regulatory agencies.
- California legislative processes, legislative advocacy, and negotiation with decisionmakers.
- Policy issues such as competitive neutrality, local governance, and cost allocation.
- Excel, Word, Adobe Acrobat, and PowerPoint.

Language and Reasoning Skills

- Develop high-quality writing, research, and communication work products.
- Deliver clear and persuasive oral communication to a variety of audiences.
- Apply robust analytical and problem-solving skills.
- Utilize strong time management, project management, dispute resolution, and interpersonal relations skills.

Ability to:

- Collaborate and/or negotiate with a wide range of stakeholders, including decision-makers, staff of decision-makers, non-profit and advocacy organizations, community organizations, CalCCA members, and others.
- Manage multiple priorities and projects and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Take responsibility and work independently, as well as coordinate collaborative efforts.
- Represent CalCCA in an effective, strategic, and beneficial way to internal and external stakeholders.
- Advocate effectively for organizational priorities and policies.
- Build consensus, execute strategies, and coordinate efforts.
- Manage contracts with external entities and track budgets
- Be thorough and detail-oriented.
- Demonstrate patience, tact, courtesy, and sound decision-making and operate with confidentiality and discretion.
- Communicate well both verbally and in written form.
- Establish and maintain effective and professional working relationships.
- Lead efforts with passion, idealism, integrity, and a positive attitude.

Compensation, Benefits, and Location

This is a full-time position. Compensation for this position will be commensurate with experience. The position may be designated as an external contractor initially and then a full-time staff member of CalCCA, as determined by the Executive Director. A complete benefits package will be offered in the coming months and provided in lieu of contractor salary compensation. The successful candidate for this position will work remotely until permanent office space is developed in the Bay Area.

Application Process

The position is open until filled. To be considered for this position, please submit a cover letter and detailed resume to: Martha Serianz, Director of Operations and Membership,

martha@cal-cca.org. Resumes will be screened in relation to the criteria outlined in the job description. Candidates deemed to have relevant qualifications will be contacted.