



Job Announcement

Policy Analyst

Full-Time

Start Date: November 2020

Salary: \$75,000 - \$105,000

Summary

The California Community Choice Association (CalCCA) is a non-profit trade association representing Community Choice Aggregators (CCAs). The Policy Analyst works under the general direction of the General Counsel & Director of Policy and may receive direction from other members of the Policy Team. The Policy Analyst works in direct support of CalCCA's expanding Policy department and has a wide range of responsibilities related to policy analysis and project management. This position involves regulatory and legislative responsibilities to provide critical assistance to the overall success of the policy team and the Association.

Essential Duties

CalCCA is seeking to hire a full-time Policy Analyst to fulfill the following responsibilities:

- Support the Policy Team through project management and administration including, but not limited to:
 - Develop and maintain project management tools
 - Assist with the development and documentation of processes and procedures
 - Coordinate and administer meetings within CalCCA's membership committee structure
 - Record minutes, track action items and coordinate follow-up with CCA staff to gather information including data requests, and ensure deadlines are met
 - Provide support during stakeholder engagement meetings as needed
 - Assist with the development of presentation materials
- Participate in regulatory policy proceedings on behalf of CalCCA and evaluate proposed regulatory policies at the California Public Utilities Commission (CPUC), and other state agencies as needed:
 - Assess the impact on CalCCA and its membership; develop CalCCA policy positions on issues; develop analyses, written reports, and presentation materials to support CalCCA's position
 - Identify key external stakeholders and design and execute appropriate outreach and engagement strategies for collaboration
 - Review and draft comments and proposals; prepare discovery requests and responses; potentially provide input into legislative policy at the state and local levels
- Work with the CalCCA Regulatory, Legislative, Procurement, Compliance, Marketing, and Data Analytics committees and teams on cross functional priorities related to regulatory and legislative matters.
- Support CalCCA's legislative committee and activities as needed
- Other duties as assigned

Break-Down of Time Spent on Various Work Areas

Analytical Tasks	40%
Project Management Tasks	50%
Other	10%

Qualifications

To perform this job successfully, the individual must be able to perform each essential duty with excellence. The requirements listed below are representative of the knowledge, skill, and ability required and desired.

Minimum Required Qualifications

- Bachelor's degree required in a related field, e.g., political science, environmental science, economics, engineering, finance and public administration
- Minimum 2 years progressively responsible experience in policy analysis, stakeholder engagement and outreach, regulatory, strategy, or related business function
- Proficiency in Word, PowerPoint, Excel and project management software

Desired Qualifications

- Experience working with the California Public Utilities Commission, California Energy Commission, or the California Independent System Operator
- Understanding of the California Public Utilities Commission Rules of Practice and Procedure

Knowledge and Skills

- Strong analytic and advocacy skills
- Excellent verbal and written communication skills
- Excellent interpersonal, relationship-building skills
- Excellent organizational skills and attention to detail
- Experience in representing an organization and partnering with external stakeholders
- Exercise sound judgment, creative problem solving, and commercial awareness
- Ability to prioritize, manage multiple priorities, be nimble, and self-directed in a highly fluid and rapidly changing environment
- Take responsibility and work independently, as well as coordinate collaborative efforts
- Learn IT and online systems quickly
- Develop high-quality writing, research, and communication work products
- Establish and maintain effective and professional working relationships
- Lead efforts with passion, integrity, and a positive attitude
- Represent CalCCA in a professional way to internal and external stakeholders
- Passion for contributing to the success of community choice aggregation in California
- Understanding of California's energy landscape

Compensation, Benefits, and Location

This is a full-time policy analyst position. Compensation for this position will range from \$75,000 - \$105,000 depending on demonstrated knowledge and experience specific to the role. A benefits stipend will be provided to be applied to health, dental, and 401K contributions. A package of complimentary benefits including employer retirement matching contributions is currently under consideration. The successful candidate for this position will work remotely due to the COVID-19 pandemic until further notice.

Application Process

The position is open until filled. To be considered for this position, please submit a formal cover letter and detailed resume to: Sandra McCafferty at sandra@cal-cca.org and include "Policy Analyst" in the subject line. Include your first and last name at the beginning of both the resume and cover letter file names. Please also note in your email where you saw the job posting. Resumes will be screened in relation to the criteria outlined in the job description. Candidates deemed to have relevant qualifications will be contacted.