



FLSA: I – Non-Exempt
II – Exempt

Management Analyst I/II – Energy Regulations and Compliance

POSITION OVERVIEW

Under general supervision or direction, performs analysis and coordinates implementation of energy programs related to, but not limited to, energy efficiency, energy procurement, Community Choice Aggregation (CCA) and renewable/carbon free energy planning; tracks and completes compliance filings; researches and compiles relevant information as needed related to regulatory/legislative changes as well as current and future market conditions; researches, identifies, and applies for funding opportunities; establishes and maintains collaborative relationships with member agencies, the community, industry partners, and regulatory agencies; and performs related duties as assigned.

JOB DUTIES

*In addition to the job duties outlined in the **Management Analyst I/II** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Plans and coordinates assigned energy and sustainability projects, programs, and strategies such as, but not limited to, energy efficiency, energy and resource adequacy procurement, renewable/carbon free energy planning, including Desert Community Energy; establishes and maintains public/private partnerships for positive long-term sustainability within Coachella Valley.
- Tracks, prepares and facilitates submission of compliance filings to agencies such as the California Public Utilities Commission (CPUC), the California Energy Commission (CEC) the California Independent System Operation (CAISO), and California Air Resources board (CARB).
- Ensure continued compliance with federal, state, and local laws and regulations governing energy and sustainability programs, including maintaining tracking tools and serving as a point of contact with regulatory agencies for compliance obligation correspondence.
- Assisting the department with its policy advocacy, particularly regulatory advocacy, and compliance matters.
- Advise on and assist with the development of any internal policies or protocols to enhance and streamline future policy, risk management and compliance efforts.
- Applies for and administers various federal, state, and local grants and funding opportunities; monitors and prepares reports to ensure compliance with grant and funding agency requirements; tracks and monitors performance metrics and expenditures.
- Coordinates various committee meetings and serves as a representative of CVAG to evaluate energy and sustainability projects, programs, and strategies.
- Establishes and maintains collaborative relationships with member agencies, peers at other CCA programs, the community, industry partners, and regulatory agencies.

- Coordinates outreach programs to educate and increase awareness and support for CVAG’s energy and sustainability efforts and programs.
- Writes staff reports and presentations for Board and Committee meetings.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and trends related to energy, sustainability, and environmental conservation.
- Principles and practices of community engagement and public relations.
- Principles, practices, and funding sources for planning and implementing energy and sustainability programs and projects through community participation.
- Principles, practices, and policies of the California energy industry and electric power markets, including CCA programs.
- Microsoft Office Suite including Excel, Word, Adobe Acrobat, and PowerPoint.

Ability To:

- Coordinate energy and sustainability programs, activities, and special projects involving participation by diverse and varied interests.
- Track multiple projects and regulatory filings.
- Research laws, regulations and policies related to the CPUC, CEC, CAISO, and CCA laws and regulations

Minimum Qualifications

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:

Management Analyst I/II – Energy Regulations & Compliance: Equivalent to a bachelor’s degree from an accredited college or university with major coursework in environmental studies, planning, or a closely related field.

Management Analyst I – Energy Regulations & Compliance: One (1) year of professional experience in environmental, energy, waste reduction, or sustainability program development and/or project management.

Management Analyst II – Energy Regulations & Compliance: Three (3) years of increasingly responsible professional experience in environmental, energy, waste reduction, or sustainability program development and/or project management.