



Job Description: Regulatory and Legislative Analyst

Summary

The Regulatory and Legislative Analyst works under the direction of the Director of Regulatory and Legislative Affairs, in representing MBCP in various regulatory and legislative activities. The Analyst works independently to perform assignments under the general direction of the Director of Regulatory and Legislative Affairs. The Analyst evaluates proposed regulatory policies and legislation to assess the impact on MBCP, and assists in analyzing and developing positions on issues. The Analyst may be assigned to represent MBCP before regulatory agencies, perform outreach to legislators, participate on behalf of MBCP in California Community Choice Association (CalCCA) working groups and committees. Regulatory bodies will generally include the California Public Utilities Commission, the California Independent System Operator, and California Energy Commission, but may include other agencies, such as the California Air Resources Board or the Federal Energy Regulatory Commission.

Supervision Received/Exercised

This position reports directly to the Director of Regulatory and Legislative Affairs.

Essential Duties and Responsibilities (including but not limited to):

- Track, review, analyze and summarize filings prepared by utilities and other entities that could impact MBCP and its customers.
- Track, review, analyze and interpret regulatory proposals and other policy issues that may impact MBCP and its customers.
- Track, analyze, interpret, and summarize bills introduced in the California legislature that could impact MBCP and its customers.
- Identify and analyze the impact of MBCP's enrollments, rates, energy programs, and energy market data on regulatory and legislative issues.
- Review and draft comments and briefs.
- Provide technical and/or analytic input on regulatory and legislative matters.
- Represent MBCP in regulatory proceedings through preparation of data requests, written responses, position papers, analytical models, testimony, and exhibits.
- Represent MBCP in the legislative process through preparation of education materials for policymakers, attendance at legislative events, organizing meetings with legislators and other relevant stakeholders.
- May participate in administrative hearings.
- Collaborates closely with other Monterey Bay Community Power (MBCP) departments on issues affecting regulatory and legislative matters.
- Assist with meetings and events by developing agendas, taking meeting minutes, following-up with members on after-action items, and preparing programs and brochures.
- Attend conferences, meetings, and seminars to maintain expertise of legislative and regulatory initiatives and impact.
- Write staff reports and presentations for Board and Committee meetings.

- May lead other working groups.
- Perform related duties and responsibilities as required.

Minimum Qualifications

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

Knowledge of:

- California electric utility regulatory issues, CPUC regulatory practices, protocols, and procedures.
- California utility rate design, electric resource planning, demand resource solutions and regulatory relations.
- California legislative process and protocols.
- Communications portals and web-based resources for regulatory and legislative activity.
- Principles and practices in the areas of Power Charge Indifference Adjustment structure and calculations, energy resources and procurement and other to be determined areas.

Ability to:

- Interpret rules, regulations, and guidelines.
- Researching and analyzing complex problems, evaluating varied information and data, either in statistical or narrative form, and exercising sound judgment within established guidelines
- Analyze, understand, and project the impact and political implication of decisions and recommendation.
- Preparing clear, concise and complete analysis, proposals, reports and other written materials.
- Provide prompt, efficient and responsive service.
- Compile, summarize, and communicate complex topics in easy to understand presentations before the Board, staff and other audiences.
- Deliver clear oral and written communication.
- Treat staff, representatives of outside agencies and members of the public with courtesy and respect.
- Work collaboratively with diverse individuals and groups contacted in the course of work.
- Exercise appropriate judgment in answering questions and releasing information.
- Prioritize work to meet established deadlines with plans, schedules, and milestones.
- Maintain accurate records and meet critical deadlines.
- Establish and maintain effective working relationships with staff at all levels of the organization.

Experience/Education

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the require qualifications would be:

A bachelor's degree from an accredited university or college in economics, business administration, environmental science, public policy or a related field.

AND

Two (2) years of progressively responsible experience in regulatory affairs, legislative affairs, or energy policy at an electric utility, regulatory agency, consulting firm, or legislative office with emphasis on electric procurement issues, energy efficiency, energy market structure, or a closely related field.

A master's degree or higher in economics, business administration, environmental science, public policy or a related field can substitute for up to one year of the required experience.

Admission to California Bar not required, but desirable.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license, automobile insurance and a safe driving record.

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 40 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Date Revised: 7/31/2020

FLSA Status: Exempt

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my department and if so, I will be required to perform such additional duties and responsibilities.

Employee Signature

Date