



Job Announcement

Located in Monterey, CA

Energy Contracts & Compliance (Manager/Analyst)

Manager: \$ 113,434 - \$189,057 Annual, Depending on Qualifications

Analyst: \$ 68,748 - \$137,496 Annual, Depending on Qualifications

Central Coast Community Energy (3CE) is seeking an Energy Contracts & Compliance Manager OR Analyst. Only one position will be filled depending on the qualification of the chosen candidate. Under direction of the Director of Power Resources, this position has responsibility for power contract negotiation, monitoring and management, invoice review and validation to support Central Coast Community Energy (3CE's) power supply contracts. This position may assist in the administration of 3CE's competitive solicitations for procurement of various energy products, and other duties as assigned in support of the Power Supply Resources team.

Energy Contracts & Compliance Analyst

This is an entry to mid-level position in the Power Supply Resources team. Initially under direct supervision, the position will learn and perform a limited number of duties of increasingly complexity.

Energy Contracts & Compliance, Manager

This is a program management level position in the Power Supply Resources Department. The Energy Contracts & Compliance Manager will be responsible for all aspects of managing 3CE's power supply contracts and compliance related duties. The Manager will perform significant program and service delivery planning and evaluation including overseeing 3CE's power supply contract lifecycle, regulatory compliance, and formulating and implementing improvements for contracts and compliances processes.

Essential Duties and Responsibilities

Contracts & Compliance Analyst **AND** Manager

Contract Management:

- Manage, and store information for energy supply contracts including renewable energy, Resource Adequacy, as well as financial transactions.
- Track contract deliverables and ensure compliance and mitigate contractual risks.
- Evaluate and track counterparty credit risk.
- Establish standard operating procedures, protocols and safeguards to ensure procurement team decision making processes are aligned with agency goals.
- Assist with drafting of new vendor and supplier agreements.
- Serve as point of contact for counterparties in negotiations for supply agreements
- Manage the "Back Office" activities, in adherence to the Risk Management policies and procedures.

Invoice Validation and Settlement:

- Interface with power suppliers and contractors regarding timely invoicing and payment processing.

- Perform validation on invoices to ensure accurate charges and credits have been applied.
- Validate CAISO statements and CAISO cost recovery from counterparties as provided for in contract terms.
- Manage 3CE's various renewable energy certificate accounts within the WREGIS system.
- Resolve, or provide support in resolving, invoice and billing issues.
- Provide information to assist finance department with problem resolution and audits.

Regulatory Compliance Reporting:

- Prepare and submit mandatory compliance reports and materials related to 3CE's power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), California Air Resource Board (CARB) and the Department of Energy (DOE), etc.
- Serve as the project lead for internal and external integrated resource planning activities and compliance reporting.

Contract Origination Support:

- Support contract negotiations and facilitate contract execution.
- Assist in competitive solicitation procurement processes and assist with ongoing correspondence with counterparties to further contracting opportunities.

Essential Duties and Responsibilities

Contract and Compliance Manager Only

In addition to the duties above, the Manager is also responsible for the following:

- Evaluate, develop, implement, and manage 3CE's power supply contract lifecycle management and regulatory compliance processes and procedures.
- Formulate, recommend and/or implement actions for improvement of contract management, invoicing and settlement, and compliance reporting.

Qualifications

Any combination of education and experience that would provide the opportunity to acquire the knowledge and abilities needed for this position. A typical way to obtain the education and experience would include:

Energy Contracts & Compliance Analyst

Bachelor's degree from an accredited college or university in business, economics, accounting or related field.
AND

At least two (2) years of experience directly related to the duties and responsibilities described above, particularly in energy contract management or compliance reporting.

Energy Contracts & Compliance, Manager

Bachelor's degree from an accredited college or university in business, economics, accounting or related field.
AND

At least seven (7) years of experience directly related to the duties and responsibilities described above, particularly in energy contract management or compliance reporting.

Experience at an electric utility, municipal utility, Community Choice Aggregation program or in a closely related field is highly desirable. Technical experience in the management of contracts is required.

Salary and Benefits: The salary is based upon qualifications and experience of the chosen candidate. 3CE offers a range of employee benefits, including but are not limited to: 401(a) Retirement, Health Premium Contribution, Flexible Spending Account, Short- & Long-Term Disability, Life, Employee Assistance Program, Paid Time Off, and

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Paid Holidays, Cell Phone Stipend, Paid Family Leave of 12 weeks after one year of employment at 3CE.

HOW TO APPLY: To be considered for this exciting opportunity, please apply on our careers site here:
<https://3cenergy.org/careers/>

Deadline to Apply: Open until filled. Review of applicants will occur upon receipt and applicants are encouraged to apply early in the process.

Selection Process: The most qualified candidates will be invited to one or more interviews. Candidates will be advised of the status of the recruitment following finalist selection. If you require an accommodation during the selection process, please notify Mi Ra Park at mpark@3CE.org.

About Us: 3CE is a locally controlled public agency providing clean and renewable electricity to residents and businesses in 33 communities across the Central Coast comprising of Monterey, Santa Barbara, San Benito, and Santa Cruz Counties and certain cities in San Luis Obispo County. We are based on the proven local energy model called community choice aggregation (CCA) that partners with the invest owned utility (in our case PG&E and Southern California Edison) which continues to provide consolidated billing, power transmission and distribution, customer service and grid maintenance services.

