

Job Description

Energy Contracts & Compliance
Manager/Analyst

Summary

The Energy Contracts & Compliance Manager/Analyst, under direction of the Director of Power Resources, has responsibility for power contract negotiation, monitoring and management as well as invoice review and validation to support Central Coast Community Energy (3CE's) power supply contracts. This position may assist in the administration of Request For Offers (RFOs), 3CE open season procurement process, ongoing correspondence with counterparties including contract development and performance tracking, regulatory compliance reports and other duties as assigned in support of the power supply procurement.

Energy Contracts & Compliance Analyst

This is an entry to mid-level position in the Power Supply 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 team. The Energy Contracts & Compliance Manager will responsible for all aspects of managing 3CE's power supply contracts and compliance related duties. The manager will direct power contract negotiation, counterparty compliance, power supply planning, and research into opportunities and risk management.

Supervision Received/Exercised

This position reports to the Director of Power Supply and Resources and may exercise direct supervision over staff within functional area.

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:

Experience/Education

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 negotiation

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 negotiation

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

Knowledge of:

- Contracts management best practices.
- Microsoft Office software including Excel, Word, PowerPoint and Project.

- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar and hydroelectric.
- Procurement process and use of renewable energy certificates to support mandatory and voluntary compliance programs.
- The California Independent System Operator (CAISO) settlement process.
- The structure and content of standard power purchase agreements for various resource types.
- Renewable energy project development including environmental and local use permitting, interconnection agreements and processes.
- California's Renewables Portfolio Standard, Power Content Label and Power Source Disclosure Programs.
- Power scheduling.
- Power purchase agreement structures, general terms and conditions and basic requirements.
- The Western Renewable Energy Information System (WREGIS).
- Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC).

Ability to:

- Be thorough and detail-oriented.
- Apply strong task prioritization, analytical and problem-solving skills.
- Manage multiple priorities and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Take responsibility and work independently, as well as work as a team member.
- Prepare professional written work products.
- Perform quantitative data and statistical analysis and effectively communicate results to others.
- Deliver clear oral communications.
- Deal tactfully and maintain effective working and diplomatic relations with various levels of staff, the public, civic organizations, and representatives from governmental, industry, media, and other agencies.
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests.
- Promote teamwork, a positive work environment, and collaborative problem solving.
- Work effectively under stressful situations involving tight deadlines as well as confrontation and conflict.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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: 3/20/2021

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