



## **Job Description:** Director of Regulatory and Legislative Affairs

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### **Summary**

The Director of Regulatory and Legislative Affairs works under the general direction of the Chief Executive Officer overseeing regulatory and legislative matters for Central Coast Community Power (3CE). This position works closely with regulatory agencies, CalCCA, CCAs, local and state representatives, board members, lobbyists, and legal counsels on key regulatory and legislative matters.

### **Supervision Received/Exercised**

This position reports to the Chief Executive Officer and exercises direct supervision over staff within the regulatory and legislative group.

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

- Leads and develops legislative and regulatory policies and strategies related to 3CE, CCAs, and electric industry in California.
- Develops and implements strategies to accomplish 3CE legislative and regulatory goals.
- Develops written and oral advice for the Chief Executive Officer, COO/General Counsel and CTFO.
- Advises and consults with all levels of 3CE and its Boards, committees and councils, on key legal and policy matters related to regulatory and legislative policy developments.
- Represents and advocates on behalf of 3CE, its members, and customers before government and regulatory bodies.
- Directs, represents, and oversees the representation of 3CE before various regulatory agencies in matters affecting community choice aggregators (CCAs) and the electric industry.
- Engages in ratemaking proceedings, investigations, rulemakings, compliance matters, and proposed legislation.
- Advances and defends 3CE positions through applications, briefs, legal memoranda, and discovery requests/responses.
- Supervises the preparation of the testimony and exhibits of expert witnesses.
- Provides analysis of technical, regulatory and legislative issues.
- Works with internal staff and external contractors to implement proposed legislative and regulatory activities.
- Other related duties as needed.

### **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.
- California 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.
- Sound supervisory and managerial principles, techniques, and practices including: planning, delegating, and controlling the work of subordinates.

*Ability to:*

- Prepare clear and comprehensive correspondence, reports, presentations, proposals, and carry out independent research and fact-finding assignments.
- Determine, develop, and implement objectives, strategies, policies, procedures, work standards, and internal controls to achieve goals.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Effectively represent 3CE before the Operations and Policy Boards, Citizens Advisory Council, city councils, and other local, regional, state, and federal agencies, as well as in public meetings with local citizens.
- Apply sound supervisory and managerial principles and techniques.
- 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.

**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:

Master's degree or higher in business administration, public administration, environmental science, economics, or related field.

**AND**

A minimum of seven (7) years of progressively responsible experience working on complex regulatory, legislative or energy matters at an electric utility, public agency/municipality or in a closely related field, with experience in the California energy regulatory industry.

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. 3CE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Date Revised: 3/09/2021

FLSA Status: Exempt

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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.

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Employee Signature

Date