



## Job Description: Policy Analyst – Legislative and Regulatory

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### Summary

The Policy Analyst – Legislative and Regulator has a range of responsibilities, including evaluating legislative and regulatory proposals to identify potential impacts on VCE and providing strategic advice to support VCE's engagement in the legislative and regulatory arenas. Depending on qualifications, VCE may consider an appointment at a manager-level position. The Regulatory and Policy Analyst works under the direction of the Chief Financial Officer.

### Job Description

The VCE Regulatory and Policy Analyst works independently and collaboratively to support the design, implementation, monitoring, and evaluation of regulatory and legislative policies. Working with other VCE staff and VCE's lobbyist and regulatory consultants, the individual will manage VCE's engagement in regulatory and legislative matters to ensure compliance and advocate for VCE's positions. The ideal candidate will have a strong background in energy policy and direct experience with California legislative and/or regulatory processes.

### Essential Duties and Responsibilities

- **Regulatory and Legislative Analysis:** Assist in analyzing legislative and regulatory proposals/proceedings to identify potential critical impacts on VCE. Provide policy and strategic recommendations to other VCE staff and consultants, including VCE's Chief Executive Officer, about how priority issues impact VCE's compliance with regulatory requirements and progress toward its strategic goals.
- **Written Analysis:** Working independently and with VCE consultants and other VCE staff, prepare written materials to support VCE's legislative and regulatory engagement and activities.
- **Policy Development:** Create analyses and technical assessments to support VCE's policy position(s) in key regulatory and legislative proceedings. Draft and review comments, proposals, testimony, and briefs.
- **Stakeholder Engagement:** Build and maintain industry relationships through stakeholder engagement and represent VCE's policy interests to external parties, including public officials.
- **Collaboration:** Work collaboratively with cross-functional teams, including Local Development Programs, Power Procurement, Marketing, and Technology & Analytics, on regulatory and legislative matters.
- **Monitoring and Compliance:** Monitor and identify regulatory changes affecting VCE, ensuring compliance with the California Public Utilities Commission (CPUC) and other relevant regulations in collaboration with VCE's regulatory consultants and staff.
- **External Committee Participation:** Participate as a VCE representative on CalCCA committees related to legislative and regulatory issues, as well as on other external committees related to legislative and regulatory issues.
- **Funding Opportunities:** Identify and track state and federal funding opportunities and provide input to contribute to VCE funding proposals.
- **Market Research:** Stay informed about trends in energy policy, markets, and emerging technologies.

- Perform other related duties and responsibilities as requested.

## **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, skills, and/or abilities required.

### *Experience/Education*

Any combination of education and experience that provides the knowledge and abilities to accomplish the duties and responsibilities listed above. Typically, this includes the equivalent to a bachelor's degree in energy, economics, sustainability, environment, or a closely related field in a policy, regulatory, legislative, or related topic. A master's degree or relevant professional certification is preferred. A minimum of 1 year of experience in energy policy, legislative analysis and/or advocacy, regulatory analysis, or a related field is required. Experience working in a municipal or investor owned utility and/or a Community Choice Energy program is desirable, as is experience in local government. The ability to speak Spanish is desirable.

### *Knowledge of*

- The Community Choice Aggregation (CCA) model and the California energy landscape
- The structure and functioning of the California Legislature and relevant regulatory bodies (i.e. California Public Utilities Commission)
- Microsoft Office Suite including Excel, Word, PowerPoint
- Effective presentation, outreach and engagement methods

### *Ability to*

- Excel in written/verbal communications, including the ability to translate complex technical or legal/policy issues into non-technical terms for a lay audience.
- Develop and maintain effective working relationships with internal and external stakeholders
- Exercise sound judgment, professionalism and creative problem-solving skills
- Synthesize and communicate complex topics for technical and non-technical audiences
- Build relationships and interact with various committees, boards, external stakeholders, other CCAs, and the public
- Work independently and efficiently on projects with limited input and oversight
- Make informed decisions and provide strategic input based on VCE's strategic goals, policies, Legislative and Regulatory Platform and VCE's Vision Statement.
- Work occasional weekends and evenings as necessary, including travel to local, regional and statewide events

## **Working Conditions**

This position will be based at VCE's offices located in Yolo County.

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 requires the ability to communicate clearly both verbally and in writing. The position occasionally requires lifting and/or moving

objects up to 20 pounds. VCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

**Licenses/Certificates:** Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

**Compensation:** Compensation for this position ranges from \$100,000 to \$140,000, commensurate with experience. A full benefits package is also offered as part of salaried employment.

**Equal Opportunity Employment:** VCE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

**Application Process:** The position is open until filled. To be considered for this position, please submit a detailed cover letter, resume, and three professional references to:

Human Resources  
604 2<sup>nd</sup> Street  
Davis CA 95616  
Phone: 530-446-2750  
Email: [HR@valleycleanenergy.org](mailto:HR@valleycleanenergy.org)

Following the filing date, resumes will be screened in relation to the criteria outlined. Candidates deemed to have the most relevant qualifications will proceed with the selection process, which may include a written examination, oral interview, or a combination of the two.