



Career Opportunity: **Contract Manager or Senior Contract Manager (Power Services)**

Location: **San Diego County – Hybrid Work Schedule set by SDCP**

Deadline to Apply: **Posted until Filled. Initial application review: April 20, 2022**

Who is SDCP?

San Diego Community Power (SDCP) is a new community choice aggregator (CCA) in the San Diego region that began electric service starting 2021. We currently serve the cities of Chula Vista, Encinitas, Imperial Beach, La Mesa, and San Diego. National City and the unincorporated County of San Diego are expected to join in 2023, making SDCP the second largest CCA in California. By the end of 2022, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. For more information, visit www.sdcommunitypower.org.

SDCP is a public agency that is creating a culture of open communication, accountability, and intellectual curiosity. As a small team building a large CCA in California, high levels of trust, collaboration, and a team-player attitude are key. We value transparency, responsiveness, innovation, smart work, and passion for our goals.

Commitment to Diversity

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

What do we need?

SDCP is a new and growing organization. We are seeking highly talented and motivated people to join our organization at the ground level. Roles and responsibilities of employees may evolve over time as the organization grows and matures. A start-up mentality, and commitment to community and public service is a must.

In the role of Power Services Contract Manager, we are seeking a strategic thinker with significant experience in structuring and administering power contracts within California regulated energy markets. Under supervision of SDCP's Director of Power Services, the

Contract Manager will primarily support power supply negotiations and contracting processes. Additional responsibilities may include tracking counterparty performance, monitoring renewable and energy storage facility development, leading or assisting in the administration of competitive solicitation processes, integrated resource planning, coordination with SDCP's scheduling coordinator (SC) and work with compliance staff on power-related compliance issues.

Skills and Abilities

Desired:

- Legal or Paralegal experience
- Experience with, interest in, and knowledge of:
 - PPA, EEI, and WSPP power contracts
 - Renewable, low carbon, carbon-free, inter-SC trade, and financial hedging products
 - Contract management best practices
 - Procurement processes, wholesale energy products and use of renewable energy certificates to support mandatory and voluntary compliance programs
 - Renewable energy project development including permitting, interconnection, and the CAISO's new resource implementation processes.
 - Regulatory reporting and compliance requirements of the California Public Utilities Commission.
- Strategic thinking and creative contract structure design
- Ability to balance multiple priorities to meet deadlines and escalate key issues
- Strong work ethic and comfort taking initiative
- Flexibility and eagerness to collaborate in fast-paced, start-up environment
- Embrace diverse teams and be highly collaborative

Required:

- Strong interest and deep previous experience in contract drafting and administration
- Excellent verbal and written communication skills
- Excellent organizational and time management skills
- Strong interpersonal skills
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite, including extensive use of Word, and Adobe Pro software
- Knowledge of modern office procedures and practices including correspondence etiquette, and operating modern office equipment, technology, and programs
- Strategic thinking and creative contract structure design
- Ability to balance multiple priorities to meet deadlines and escalate key issues
- Strong work ethic and comfort taking initiative
- Flexibility and eagerness to collaborate in fast-paced, start-up environment
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Qualifications

Any combination of education and experience that would provide the knowledge, skills, and abilities listed. A typical way to obtain the required qualifications would be: a bachelor's degree from an accredited university and four-to-six years of progressive experience in electric

utility/CCA power procurement, contract law, or in a closely related field. A law degree or paralegal certification can replace up to two years of experience.

Primary Responsibilities

- Support negotiations for new energy contracts, master agreements, and confirmations, working closely with SDCP Portfolio Managers and transactions counsel to ensure consistent, efficient contracting processes,
- Track and manage the contract lifecycle, from execution, through milestones and performance metrics in the developing and operational stages, through contract expiration.
- Enforce contract terms and manage contract issues as they arise with integrity, fairness, and in a way that serves the best interest of SDCP customers by thoroughly understanding contract terms and working with relevant stakeholders internally and externally.
- Monitor deliveries from contracted generation facilities, validating against expected performance and communicating updates, irregularities, and issues on project performance to ensure changes are addressed in all portfolio models.
- Interact with colleagues, consultants, and Scheduling Coordinator to identify and implement process, systems, and strategic improvements.
- Develop and maintain excellent working relationships with contract counterparties, SDCP staff, external legal counsel, consultants, and stakeholders.
- Monitor energy market activities, including regulatory, policy, and pricing trends related to wholesale power, renewable energy, and capacity

Other Potential Responsibilities

- Lead or assist procurement efforts for energy and capacity products, supplier/developer communications, analytical support during proposal/bid evaluation and contract negotiations.
- Support SDCP's integrated resource planning activities, including submission of the CPUC's biennial integrated resource plan compliance filing.
- Support various regulatory compliance reporting efforts, such as California's Power Source Disclosure Program.
- Establish and maintain standard operating procedures, protocols, and safeguards to ensure procurement team decision making processes are aligned with agency goals.
- Design and maintain systems for measuring, monitoring, and reporting contract data, counterparty performance, and risk, both financial and compliance-related, from power supply contracts and positions, consistent with SDCP Energy Risk Management and other policies adopted by the Board.
- Work with SDCP staff, consultants, legal counsel, scheduling coordinator, and management to analyze risk and value around complex transactions and portfolio positions
- Present in a professional manner to internal and external stakeholders, partners, agencies, and the Board.
- Develop or assist with the development of materials to facilitate Board review of potential supplier agreements including staff reports, supporting information, and presentation materials.
- Proactively identify and develop strategic and policy direction in consultation with SDCP staff, the Board, and external partners.

Working Conditions

The position requires typical activities of an office work environment – sitting, standing, computer work, in person and online meeting participation, occasional carrying of objects, and occasional travel locally or by plane, etc. The position occasionally requires lifting and/or moving objects up to 40 pounds. SDCP will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

Salary and Benefits

The salary range for this position is \$120,000 to \$163,000 (Contract Manager) or \$138,000 to \$187,500 (Senior Contract Manager) with exact compensation to be determined by SDCP, dependent on experience. Benefits include health care, a 457(b) plan, 10% retirement contribution to a Money Purchase Plan, paid time off (PTO), and sick leave.