



OPEN POSITION ANNOUNCEMENT!

Contract Management Analyst (Power Services)

Open until filled. Posted 9/5//2023

San Diego County – hybrid work schedule set by SDCP



About the role: San Diego Community Power (SDCP) is a rapidly growing organization seeking highly talented and motivated people to join our team. 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 Contract Management Analyst, we are seeking strategic thinkers with experience in administering and monitoring power contracts within energy markets or with a desire to transition their contract management skills to this sector. Under supervision of SDCP's Senior Contracts Manager (Power Services), the role will primarily support the power supply contracting processes, tracking contract deliverables and performance.

WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

Our culture is built on open communication, accountability, and curiosity. We are a growing team whose key premise is trust, collaboration, and connection with each other and the communities we serve. We are responsive and work smart to achieve high goals.

OUR HISTORY

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, County of San Diego, and National City. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit SDCommunityPower.org.

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 hope 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.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Track and manage the contract lifecycle, from execution, through milestones and performance metrics in the developing and operational stages, through contract expiration.
- Develop and maintain excellent working relationships with contract counterparties, SDCP staff, external legal counsel, consultants, and stakeholders.
- PPA, EEI, WSPP, and ESSA Deliverable Tracking
 - 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.
 - 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 closely with SDCP Portfolio Managers and transactions counsel to ensure consistent, efficient contracting processes
 - Track internal contract review status with SDCP stakeholders and outside counsel
 - Assist portfolio managers with counterparty signatures and ensuring proper forms are used
 - Manage contract approval and signature process
 - ETRM vendor management
 - ETRM validation and subsequent filing in SDCP's system

Other Potential Responsibilities

- 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.

PREFERRED EXPERIENCE AND ABILITIES

Desired:

- Experience with, interest in, or knowledge of:
 - Contract administration
 - Digital contract management best practices and ETRM software
 - Strategic thinking and creative contract structure design
 - Experience with DocuSign or Adobe Sign
- Experience with some, or all, of the following:
 - PPA, EEI, and WSPP contracts
 - Renewable, low carbon, carbon-free, inter-SC trade, and financial hedging products
 - Stand-alone storage and resource adequacy contracts
 - Energy marketing
 - Renewable energy and stand-alone storage project development including permitting, interconnection, and the CAISO's new resource implementation processes
- Legal or Paralegal experience

Required:

- 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, Adobe Pro software, Teams,

and SharePoint

- 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
- Embrace diverse teams and be highly collaborative

MINIMUM 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: an associates or bachelor's degree and two-to-five years of progressive experience in electric power contracting, contract management, paralegal, entry level legal, utility/CPUC compliance, or in a related field with demonstrated interest to transition to an energy career.

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university.

AND

A minimum of two (2) to five (5) years of progressive experience in electric power contracting, contract management, paralegal, entry level legal, utility/CPUC compliance, or in a related field with demonstrated interest to transition to an energy career.

electric utility/CCA power contracting, contract management, paralegal, entry level legal, utility/CPUC compliance, or in a closely related field.

WORK ENVIROMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds. Occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

SDCP is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.

Compensation:

Salary Range: The position salary range is: \$100,000 - \$125,000; with exact compensation to be determined by SDCP, depending upon experience.

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. SDCP pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

Retirement: SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

How To Apply

Applicants must submit their resume, cover letter, and references using the "Apply today" functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITES ACT (ADA) EMPLOYER