



## OPEN POSITION ANNOUNCEMENT!

### Legislative Manager or Senior Legislative Manager

Open until filled. Posted 10/17/2023

*San Diego County – hybrid work schedule set by SDCP*

**About the role:** San Diego Community Power (SDCP) seeks an experienced community- and customer-focused professional to join our growing team as a Legislative Manager/ Senior Legislative Manager.

The Legislative Manager/Senior Legislative Manager works with the Director of Regulatory and Legislative Affairs to manage legislative engagement at the state and federal level. The Legislative Manager/Senior Legislative Manager is responsible for performing strategic policy analysis to assess impact to San Diego Community Power's operations, procurement, and programs.

The position informs SDCP's management and staff about legislative proposals and helps to keep the organization abreast of the policy proposals and developments that may impact the mission or goals of SDCP.

#### 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](https://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

- **Legislative analysis:** Develop summaries and analyses for key legislative proposals and developments affecting SDCP's operations, fiscal health, and ability to offer innovative programs.
- **Legislative engagement:** Participate in or lead advocacy on select issue areas before the California and federal legislatures in conjunction with SDCP external lobbyists.
- **Coalition building:** Support the Regulatory and Legislative Affairs team in developing and building relationships with California energy market stakeholders and communicating SDCP policy positions to stakeholders.
- **Member agency support:** Assist SDCP's member agencies with information regarding legislation that could impact their internal municipal operations. Coordinate with member agency lobbyists and government affairs staff.
- **Internal business unit support:** Inform SDCP business units of legislative developments that could impact SDCP's operations and ability to comply with state policy goals.
- **Strategy:** Proactively identify and develop strategic policy direction in consultation with SDCP staff, the Board, external partners and SDCP lobbyists. Provide technical and/or analytic analyses and strategic advice on legislative matters.
- Performs other related duties and responsibilities as required.

## PREFERRED EXPERIENCE AND ABILITIES

- Ability to represent SDCP to legislative staff, elected officials, administrative agencies, and before public bodies.
- Exercise good judgment in answering questions; exercise discretion and maintain confidentiality in all matters.
- Strategic thinking, strong technical and analytic skills and attention to detail.
- Ability to develop a wide variety of short- and long- term strategic plans and recommendations in response to federal and/or state energy legislation, both pending and active policy changes.
- Ability to balance multiple priorities to meet deadlines and escalate key issues.
- Ability to be nimble and self-directed in a highly fluid and rapidly changing environment.
- Excellent written and verbal communication and advocacy skills.
- Ability to work collaboratively with diverse teams, consultants, agencies and constituents.
- Strong work ethic and able to take on initiative/working in a fast paced, growing, and dynamic public agency.
- Proficiency in Adobe Pro software as well as MS Office and Excel, Word and PowerPoint.
- Strong interpersonal skills and ability to work with diverse communities and people of different culture, backgrounds, and opinions. Experience developing working relationships that demonstrate high trust, collaboration, and team-player attitude.
- Ability to act with integrity and professionalism.
- Commitment to sustainability, community energy, and mission driven work.
- Access to reliable transportation to attend occasional SDCP events, meetings, and workshops, 1-2 times per month.

## PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Bachelor's degree required and at least 3-5 years of related energy and/or environmental policy experience. Or a master's degree in public policy, business, economics or other relevant fields will be considered if the incumbent does not possess 3-5 years related energy or environmental policy experience.
- Previous experience in power markets and/or previous experience in regulatory, legislative and/or policy roles.
- Experience in representing a past organization and partnering with external stakeholders to build consensus.
- Demonstrated experience with challenging policy issues in a CCA, utility, or similar environment and strategies to address them.
- Understanding of the California state legislature and federal legislature processes.
- Effective and organized project manager and leader.
- Passion for contributing to the success of community choice energy in California.

## WORK ENVIRONMENT & 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 for Legislative Manager \$121,190 - \$163,643; Senior Legislative Manager salary range is \$145,449 – 196,308; 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](https://SDCommunityPower.org/about/career-opportunities)

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