



OPEN POSITION ANNOUNCEMENT!

Procurement Analyst

Open until filled. Posted 2/14/2025

San Diego County – hybrid work schedule set by Community Power



About the role: Community Power seeks an experienced, detail oriented, and enthusiastic professional to join our growing team as a Procurement Analyst. The Procurement Analyst will have the responsibility for a wide variety of tasks that directly support Community Power's non-energy procurement and contracting function. The Procurement Analyst also plays a key role in supporting the Procurement Manager daily with both routine administrative functions and non-routine duties requiring sound judgement, confidentiality, and tact. The Procurement Analyst will also support Community Power's supplier outreach efforts and diversity, equity, and inclusion initiatives.

WHO IS SAN DIEGO COMMUNITY POWER?

Community Power is a community-driven, not-for-profit public agency providing cleaner energy to the San Diego region. Formed in 2019, Community Power is the second largest Community Choice Aggregator (CCA) in California, serving nearly 1 million customer accounts across its member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated areas of San Diego County.

OUR HISTORY

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 now serve seven member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated communities of San Diego County. Community Power was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. We are the second largest CCA in California, serving nearly 1 million customers. For more information, please visit SDCommunityPower.org.

COMMITMENT TO DIVERSITY

At Community Power, 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

- Maintain a solicitation and contracting calendar, screen telephone calls and appointment requests, proactively prepare routine correspondence and follow-up correspondence, and gather and analyze information required for administrative reports.
- Assist in the development and organization of materials, including document production, editing or

proofing, and/or collection of information from Staff or from external sources (e.g., internet search, calling public agencies or public agencies' website, etc.), support agency compliance with federal, state, and local funding requirements, support the review of the agency's mid-year and annual budget to ensure sufficient appropriation for active and potential contracts in lieu of an encumbrance, and support the development and implementation of standardized procurement policies and procedures.

- Coordinate with external suppliers and other agencies to support the expansion of the agency's supplier base. Analyze and track outreach results and follow-up activities and make recommendations to internal and external stakeholders on findings. Generate regular reports highlighting outreach progress, and coordinate registration activities with the California Public Utilities Commission (CPUC) Supplier Clearinghouse and track data surrounding contracting with diverse suppliers and small/local businesses.
- Work with other Staff to plan, prepare, and implement the solicitation and contract administration process, identify and analyze needs, goals, funding, and other criteria in the development of contract specifications, support the development of contracts, amendments, and modifications, coordinate with other Staff to request waivers such as Insurance, Sole Source, Equal Benefits Program and Local Business Enterprise Ordinance, and document and save all required funding and administrative approvals in accordance with the agency's retention policy.
- Performing related duties and responsibilities as required.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the require qualifications would be:

Education and experience equivalent to a bachelor's degree from an accredited college or university in finance, public policy, business, or economics

AND

A minimum of four (4) years of relevant experience working in an administrative or analytical role, preferably in a contracting or procurement setting. Experience working for an electric utility, public agency, or an associated energy load serving entity is desirable.

Experience

- Experience with supporting multiple clients, including high-level executives and Directors in a fast-paced environment.
- Experience working in a public contracting and procurement setting, including experience identifying and evaluating suppliers and their capabilities, as well as reviewing contracts and extracting contract terms and data for analysis.
- Experience with Customer Relationship Management (CRM) tools and Contract Lifecycle Management tools.
- Experience developing working relationships that demonstrate high trust, collaboration, and a team-player attitude.

Abilities

- Proficient in Adobe Acrobat Pro, MS Office and Excel, Word, and PowerPoint.
- Analyze data, generate reports, have a high attention to detail, and strong technical skills.
- Strong interpersonal skills and ability to work with diverse communities and people of different culture, backgrounds, and opinions.
- Ability to multitask, work under pressure, take initiative, and acquire and apply technical skills, as necessary.
- Ability to act with integrity and professionalism.
- Exercise good judgment in answering questions; exercise discretion and maintain confidentiality in all matters.
- Have curiosity and a desire to learn
- Have a strong commitment to sustainability, community energy, and mission driven work.

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 Community Power events, meetings, and workshops as needed is expected.

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

Community Power 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 Community Power as needed.

Compensation:

Salary Range: The position salary range is: **\$84,900 - \$110,400; with exact compensation to be determined by Community Power, depending upon experience.**

Benefits: Standard benefits package including but not limited to:

Insurance: Community Power offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. Community Power 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 Community Power.

Retirement: Community Power 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

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