



Job Opening: COMPLIANCE MANAGER

\$57.69 - \$86.54 hourly (approximately \$120,000 - \$180,000 annually)

For full details on the position and directions on how to apply:

<https://sonomacleanpower.org/job-opportunities>

Are you ready to lead the charge in shaping the future of local clean energy? Join Sonoma Clean Power (SCP) as a Compliance Manager!

SCP is on the lookout for a dynamic and experienced Compliance Manager to play a key role in delivering on our Mission to turn the tide on the climate crisis, through bold ideas and practical programs. As the community-owned electricity provider for Sonoma and Mendocino counties, SCP is at the forefront of California's clean power transition, and we need an experienced, collaborative, and innovative thinker like you to join our team!

About Sonoma Clean Power (SCP)

SCP is not just an electricity provider; we are a catalyst for change. We procure electricity from clean, renewable sources including solar, wind and geothermal. Our commitment to clean energy has made us a leader in the industry, and we've been providing an optional 100% local renewable source since 2014.

Summary Description

As our Compliance Manager, you'll be leading and compiling the accurate and timely submittal of compliance filings, contributing to risk oversight practices, and assisting in financial and regulatory planning. You'll collaborate with several SCP teams, including Regulatory, Legislative, Planning and Analytics, Power Procurement and Finance Department staff. In assisting with the development of new strategies, you will be instrumental in addressing changes to the regulatory regime.

The ideal candidate will be well organized, able to collaborate effectively with a team, and have excellent communication skills. Equivalent of a bachelor's degree with coursework in Business, Economics, Legal Studies, Project Management, Public Administration, Engineering, or related field is required. Must have experience working with the California electric industry and electric power agencies. Experience in managing projects, designing processes, and the ability to identify, track, and resolve issues is also required.

Visit www.sonomacleanpower.org to learn more about SCP.

To apply, please email a cover letter, resume, and references as a single PDF to:

jobs@sonomacleanpower.org.

THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER



COMPLIANCE MANAGER

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SUMMARY DESCRIPTION

The individual in this position will work closely with Sonoma Clean Power (SCP) Regulatory, Legislative, Planning and Analytics, Power Procurement and Finance Department staff as well as external legal counsel. Responsibilities include leading and compiling the accurate and timely submittal of compliance filings, contributing to risk oversight practices, and assisting in financial and regulatory planning.

The Compliance Manager will serve as project manager, tracking issues as they arise and providing guidance as necessary. By doing so, the incumbent will leverage and/or develop significant subject matter expertise in compliance obligations, with a focus on facilitating the submission of regulatory filings to the California Public Utilities Commission (CPUC), the California Energy Commission (CEC), the California Independent System Operator (CAISO), California Air Resources Board (CARB), and potentially other public agencies.

This individual will work with SCP's Regulatory and Legislative staff to assist in identifying pending and possible regulatory and/or legislative developments that would affect SCP and its customers. Additionally, this individual will work to assist in the development of strategies to address changes to the regulatory regime to advocate for the best outcomes for SCP.

Qualified candidates must be well organized, work collaboratively and effectively as a member of a team, think critically, possess a keen attention to detail, and have strong written and oral communication skills. Ideal candidates will be able to navigate cross-functional teams. Candidates will be expected to work independently and seek feedback as needed.

REPORTING AND SUPERVISION

This position will report directly to the Chief Financial Officer (CFO) and work closely with the Senior Risk Manager. Soliciting the necessary data for filings will entail close collaboration with directors and staff from other departments within SCP.

The primary workplace for this position is at the SCP facilities in downtown Santa Rosa, CA. After an orientation period, SCP provides a flexible schedule with availability to work remotely for some shifts. Any specific remote work schedule requests shall be submitted to the CFO for prior approval.

The FLSA classification of this position is Non-Exempt.

ESSENTIAL JOB FUNCTIONS

These job functions, in general terms, describe the type and level of work performed as well as the responsibilities of employees hired for this position. Management reserves the right to add, modify, change, or rescind the work assignments of any position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Compliance Tasks:

- Lead the data aggregation, narrative review, submittal, and tracking of compliance filings.
- Provide strategic guidance to internal departments regarding changes to key compliance filings by reviewing and analyzing compliance requirements, and/or by engaging with staff at regulatory agencies, other Community Choice Aggregators, and external counsel.
- Review and update the compliance calendar as needed, monitor upcoming deadlines, maintain a log of outstanding issues or questions, and confirm accuracy of deliverables.
- Responsible for updating SCP's internal Compliance Guidebook. Work with the Director of Regulatory Affairs and the CCA Compliance Committee for revised or new content.

Finance Tasks:

- Assist in development of power purchase agreement (PPA) prepayment efforts including ongoing compliance requirements for prepayment transactions, continuing disclosure updates and any tax and regulatory reporting functions.
- Assist the CFO & Treasurer in providing the Monthly Financial Report and any monthly, quarterly and/or annual compliance filings deemed reportable, per the California Government Code, to the Board of Directors.
- Financial Security Requirement (FSR) – work with Finance and Regulatory staff to monitor market prices utilizing FSR calculator to estimate and prepare for quarterly FSR posting.
- CAISO Estimated Aggregate Liability – Provide backup coverage in monitoring expected increases in SCP posting.

Risk Tasks:

- Provide back-up support to the Senior Risk Manager in the ongoing execution of middle & back-office responsibilities outlined in the SCP Energy Risk Management (ERM) Policy.
- Participate in the Risk Oversight Committee (ROC) meetings when requested and provide support as needed.

Regulatory, Legislative, and Advocacy Tasks:

- Analyze impacts of proposed changes by regulatory agencies and/or new legislation

on SCP's compliance requirements, finances, and enterprise risk profile.

- Provide strategic feedback to inform regulatory and legislative advocacy, portfolio planning, and procurement activities.
- Facilitate coordination between internal stakeholders (the staff leading legislative advocacy and populating compliance filings) and external stakeholders (regulatory staff at other CCAs and stakeholders in Sonoma and Mendocino Counties).

Technical and Administrative Tasks:

- Successfully submit regulatory filings (comments, motions, etc.) to regulatory agencies, including the California Public Utilities Commission (CPUC), California Air Resources Board (CARB), California Independent System Operator (CAISO), California Energy Commission (CEC), and others.
- Schedule ex-parte meetings with CEC and CPUC offices and submit requests and required notices.
- Oversight of contracts with external consultants/law firms related to compliance mandates, including, but not limited to: draft scopes of work, budget tracking, and ensuring compliance meets contract terms.
- Understand the mission, goals, policies and purposes of SCP.
- Have the ability and understanding to adhere to SCP's Personnel Rules and Policies.
- Perform related duties and responsibilities as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and Skills:

- Experience writing or supporting compliance filings required for California Load Serving Entities (LSEs).
- Understanding of the mission, goals, policies, and history of SCP and CCAs.
- Above-average proficiency in using MS Office suite products, such as Word, Power Point, Excel, Project, Outlook, Teams, and Adobe Acrobat.
- Excellent verbal and written communications skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Knowledge of the California energy industry and electric power agencies such as the CPUC, CEC, CAISO, and Community Choice Aggregation (CCA) laws and regulations.

Ability to:

- Establish and maintain effective working relationships with co-workers, public officials, and representatives from other local, state, and Federal agencies.
- Work independently, using good judgment and initiative in carrying out assignments; Set goals and priorities and carry out multiple assignments concurrently.

- Communicate clearly and concisely, both orally and in writing; speak effectively in public to large groups.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent of a Bachelor's degree from an accredited college with course work in Business, Engineering, Economics, Legal Studies, Project Management, Public Administration, or a related field, **AND,**

Experience: A minimum of five (5) years of increasingly responsible, relevant work experience in the California electric industry, including experience managing projects, designing processes, and identifying, tracking, and resolving issues.

PHYSICAL AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Normal office environment with exposure to computer screens. Employees will interact with staff and/or public and private representatives in interpreting and enforcing SCP's policies and procedures one-to-one and in group settings.

Physical: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; reach with hands and arms. Employees are occasionally required to walk and stand for prolonged periods; stoop, bend, kneel, and twist; and may lift up to 15 pounds. Employees must be able to communicate in person, in writing, via email, and by telephone.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Mental: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with SCP management, Board, staff, vendors, the public, and others encountered during the course of work.

SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders, sexual orientations, ages, physical abilities, genetics, politics, religion, financial wealth, and education feel welcome, safe, and invited to fully participate at every level. SCP further

seeks to contribute to a more inclusive and equitable society through our actions, our communication, our policies, and our investments. SCP expects all its employees to contribute to these goals.

**SONOMA CLEAN POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY
(EEO)/ AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER**