This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees hired to work in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

POSITION INFORMATION
Persons working in this job class will receive direct supervision from the Director of Planning and Analytics and work across the organization with Sonoma Clean Power (SCP) staff in some or all functions related to power supply planning, data requests, data analysis, economic modeling, and various research projects. This individual will collect, assemble, analyze, and interpret data from manual and automated information systems and related programs. This position will be required to work independently and prepare data and reports for review by the Planning and Analytics team. The Intern may be assigned to assist any SCP manager, as needed.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES
This job description indicates, in general terms, the type and level of work performed as well as the responsibilities of employees hired for this position. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

Responsibilities may include:
- Importing data into SQL database from various sources
- Data queries from SQL database for various analytical and tracking purposes
- Statistical analysis of large data set on customer demographics and energy use
- Checking, validating, and scrubbing data from external sources
- Creating data visualizations in PowerBI
- Coding, debugging, and quality assurance (QA) of SQL, Python, and R scripts
- Hard coding data entry
- Provide support for load forecasting functions and budget preparation.
- Research and tool/platform testing
- Assistance with public outreach and event/meeting organization and notetaking
- Administrative tasks
REQUIRED EDUCATION, SKILLS AND EXPERIENCE

**Education** - Current or recently graduated college student with the emphasis of study in a field such as engineering science, statistics, mathematics, computer science or related quantitative field.

**Experience and Abilities** -
- The ability to work with complex data and reports.
- Proficiency in using MS Office suite products, with advanced proficiency with Excel, Adobe Acrobat, VBA, SQL and data analytics tools.
- Knowledge and experience with Python, and R
- Familiarity with data visualization platforms such as PowerBI (or similar)
- Familiarity with Big Data and statistical analysis
- Knowledge and experience with machine learning/ artificial intelligence (AI) is a plus
- Understanding of California’s Community Choice Aggregation (CCA) model.
- Knowledge of the goals, policies, purposes, and history of SCP.
- Excellent verbal and written communications skills.
- Basic office organization, inventory, records maintenance, and electronic filing systems.
- Be flexible and adaptable to change in a fast-paced environment.
- Respond in a tactful and professional manner to inquiries, including telephone and in person, from members of the public, directors, and other interested stakeholders.
- Maintain confidentiality and use discretion in the release of information
- Communicate clearly and concisely, both orally and in writing.

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 while working in individual 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 20 pounds. Employees must be able to
communicate in person, in writing, and by telephone.

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.

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.

To apply, please email a cover letter, resume, and references as a single PDF to jobs@sonomacleanpower.org

This position will remain open until filled.

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 of its employees to contribute to these goals.

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