



## **JOB DESCRIPTION**

### **PRINCIPAL COMPLIANCE ANALYST**

*(\$90,000 - \$115,000 annually)*

#### **SUMMARY DESCRIPTION**

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

To manage compliance filings, the Principal Compliance Analyst will serve as project manager, tracking issues as they arise and providing guidance as necessary. By doing so, the incumbent will 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 Operation (CAISO), and California Air Resources board (CARB).

Qualified candidates must be well organized, work collaboratively and effectively as a member of a team, can 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 to the Director of Regulatory Affairs and work closely with the Risk and Regulatory Compliance Officer. Soliciting the necessary data for filings will entail close collaboration with multiple departments at SCP, including Planning and Analytics, Power Procurement, Customer Service, and Programs.

#### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*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.*

### **Compliance Tasks:**

- Lead the data aggregation, narrative review, submittal, and tracking of compliance filings
- Provide specific guidance to internal departments regarding changes to key compliance filings. To inform this guidance, review and analyze compliance requirements, and/or engage with staff at regulatory agencies, other CCAs, and external counsel
- Review and update compliance calendar as needed, monitor upcoming deadlines, maintain log of outstanding issues or questions, and confirm accuracy of deliverables
- Manage updates to Compliance Guidebook. Work with Director of Regulatory Affairs or Risk & Regulatory Compliance Officer for revised or new content
- Support updates to SCP Risk Management Policy. Work with Directors or Risk & Regulatory Compliance Officer for revised or new content
- Support Risk Oversight Committee (ROC) as needed, including scheduling meetings, note-taking, supporting project teams involved in developing mitigation plans

### **Regulatory and Legislative Tasks:**

- Analyze impacts of proposed changes by regulatory agencies and/or new legislation on SCP's compliance requirements
- Provide strategic feedback to inform regulatory and legislative advocacy as related to compliance requirements
- Facilitation coordination between internal stakeholders (the staff leading legislative advocacy and populating compliance filings) and external stakeholders (regulatory staff at other CCAs, stakeholders in Sonoma and Mendocino Counties)

### **Technical and Administrative Tasks:**

- Submit regulatory filings (comments, motions, etc.) to regulatory agencies, including the CPUC, Air Resources Board (ARB), (CAISO) and CEC
- Schedule ex-parte meetings with Commission offices: submit requests and required notices
- Manage contracts with external consultants: draft scopes of work, track budget, ensure compliance with contract terms
- Other administrative tasks as needed: tracking expense reports, taking meeting minutes, etc.

### **REQUIRED EDUCATION, SKILLS AND EXPERIENCE**

Education: Equivalent of an 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 three (3) years of increasingly responsible, relevant work experience in the California electric industry AND,

- Experience managing projects, designing processes, identifying, tracking, and resolving issues
- Knowledge of the California energy industry and electric power markets such as CPUC, CEC, CAISO, and Community Choice Aggregation (CCA) laws and regulations
- Experience writing or supporting compliance filings required for California Load Serving Entities (LSEs)
- Knowledge of the goals, policies, purposes, and history of SCP and CCAs
- Proficiency in using MS Office suite products, such as Word, Power Point, Excel, Project, Outlook, and Adobe Acrobat
- Excellent verbal and written communications skills

## **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 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.

*THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER*