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

SUMMARY DESCRIPTION
The Sonoma Clean Power (SCP) Programs team is responsible for the design and implementation of initiatives and customer programs that reduce emissions in Sonoma and Mendocino counties while supporting affordable energy for all SCP customers. The Programs team seeks a new member that will be responsible for working cross-functionally to develop and implement Sonoma Clean Power’s efforts in the areas of building decarbonization, energy efficiency, and strategic natural gas system decommissioning. In line with SCP’s Programs Equity Framework, the Program Manager will also be tasked with creating a strategy to assist SCP’s Environmental and Social Justice Communities with the transition to the resilient, decarbonized grid of the future.

The qualified candidate will develop significant subject matter expertise in SCP’s operations and customer programs, and will be required to work independently on topical research, analysis, reporting and program administration.

This position requires strong skills and experience in program management, contract management, engagement with regulators and the public, as well technical expertise in the areas of energy efficiency and fuel switching technologies, the California regulatory framework for energy efficiency programs, and distributed energy resources. This position is anticipated to work closely with SCP’s member jurisdictions, the California Public Utilities Commission, and PG&E to form strategic partnerships and will make written and oral presentations frequently.

As strategic initiatives and partnerships are established, this position will have increasing and significant autonomy to explore and develop new pilot programs within SCP’s core mandate of reducing greenhouse gas emissions, maintaining competitive and stable electric rates, supporting
local Sonoma and Mendocino County economic development and meeting SCPs obligations under various legislative and regulatory mandates (including electrification of the transportation sector).

SUPERVISION RECEIVED AND EXERCISED
General supervision is received from the Director of Programs who reports to the Chief Operating Officer. This position may exercise functional and technical supervision over assigned staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Work with staff, committees and the SCPA Board to help establish initiatives and customer programs that support grid resiliency and building decarbonization.
- Aid in the development of proof-of-concepts, demonstrations and pilots that showcase and test a variety of potential innovative solutions.
- Engage stakeholders within SCP’s member cities and counties, PG&E, the California Public Utilities Commission, the California Energy Commission, and research institutes.
- Work cross-functionally with SCP’s Planning and Analytics team to plan for future building electrification and grid decarbonization.
- Work cross-functionally with SCP’s Advanced Energy Center team to educate customers on building electrification and decarbonization solutions.
- Manage contracts, invoices and payments, reporting and quality control.
- Manage day-to-day program implementation for specific customer programs.
- Help form partnerships with local, state and federal agencies, national laboratories, universities, businesses and non-profits to create opportunities for program funding, new program markets and more effective implementation.
- Prepare funding applications for CPUC, CEC, DOE, CARB, and other sources of program grants and financing.
- Assistance on the development and management of SCP’s programs budget.
- Write staff reports and prepare and make presentations on SCP’s programs.
• Perform detailed technical analyses of a broad variety of program and customer data to assess program options, performance, and the need for program adjustment.
• Develop and administer appropriate research such as customer class surveys, customer satisfaction surveys, or other research as required.
• Keep abreast of customer trends, patterns, and issues; use data to evaluate current trends and determine if existing policies or procedures should be modified to better serve SCP customers.
• Provide input and feedback in the ratemaking process.
• Have the ability and understanding to adhere to the Personnel Rules and Policies of SCP.
• Performs related duties and responsibilities as required.

DESIRED SKILLS, ABILITIES AND KNOWLEDGE

• Excellent verbal and written communications skills, including the ability to synthesize and communicate complex topics to technical and non-technical audiences.
• Strong technical expertise and experience in the fields of building decarbonization, energy efficiency, and distributed energy resources, with an emphasis on technical consulting experience.
• Strong technical expertise and experience in building decarbonization technologies such as heat pumps, heat pump water heaters, and induction cooking.
• Understanding and experience in distributed energy resources and/or demand response.
• Technical understanding of decarbonization principles, including energy efficiency and electrification technologies.
• Understanding of the structure and function of the California electric power grid, wholesale markets, and function of the California natural gas system.
• Knowledge of and ability to aid with integrated resource planning.
• Analytical mindset, with a desire for background in quantitative analysis and planning.
• Ability to interface with various public entities, committees, boards, businesses and the public while presenting data on SCP customer-related programs and services.
• General understanding of the California energy industry, emerging energy efficiency and fuel switching technologies, and electric power markets, including demand response.
• General understanding of the principles of electricity generation and electric transmission and distribution methods.
• Understanding of California's Community Choice Aggregation (CCA) model.
• Ability to analyze and interpret customer service metrics to enhance and improve SCP service and retain customers.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Experience and Training Guidelines
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: Bachelor’s degree or substantial coursework from an accredited college or university with coursework in engineering, energy, environment, or related field. AND,

Experience: Minimum five (5) years of increasingly responsible, relevant work experience. Technical and analytical experience in systems and processes is required.

The following licenses and/or certificates are a plus:
• Electrical or Mechanical Professional Engineering license or EIT current in California
• Certified Energy Manager (CEM)
• Project Management Professional certification.

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.

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 and gender identities, sexual orientations, ages, physical and mental abilities, genetics and ancestry, 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.

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

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