



## Policy Advisor - Regulatory Affairs

Orange County Power Authority seeks a positive, team-oriented professional to provide collaboration and analysis on regulatory policy and proposed legislation.

### About OCPA:

**OCPA is a dynamic, new agency, serving the public in the space of clean, and more affordable green energy.** OCPA is a Community Choice Aggregator (CCA) that was launched in April 2022. OCPA serves over 175,000 accounts in Southern California Edison territory. We currently serve three member agencies (Buena Park, Fullerton, and Irvine) with the potential of expansion throughout the region. For more information, please visit our website at [www.ocpower.org](http://www.ocpower.org).

**Application Process:** Candidates should send a succinct cover letter and resume with a minimum of three professional references to [recruitment@ocpower.org](mailto:recruitment@ocpower.org). **Submissions will be reviewed on a continuous basis and candidates will be selected for interviews as a reasonable number of qualified individuals apply.**

### About the Position:

**The Policy Advisor works in the Regulatory and Legislative Department of Orange County Power Authority, assisting with regulatory and legislative matters.** This position closely collaborates with regulatory agencies, working groups and committees of the California Community Choice Association (CalCCA), other Community Choice Aggregators (CCAs), local and state representatives, OCPA's board of directors, lobbyists, and legal counsels on key regulatory and legislative matters. The Policy Advisor provides policy analysis on the impact of regulatory policies and legislative proposals and is tasked with reviewing and drafting comments and briefs; providing technical and analytic input on regulatory matters; preparing data requests, testimony, and hearing exhibits; participating in administrative hearings; researching and preparing analyses; managing and conducting outreach to key stakeholders and regulatory agency staff for each proceeding; and coordinating with external consultants as needed.

**Regular, in-office attendance is a requirement of the Policy Advisor position. The current schedule is hybrid and in-office days are Monday, Tuesday and Thursday.**

**The Policy Advisor will represent OCPA in administrative proceedings before applicable state and federal regulatory agencies,** such as the California Public Utilities Commission (CPUC), California Energy Commission (CEC), California Air Resources Board (CARB), and the US Department of Energy (DOE). It may also represent OCPA before the California and United States Congress and the California Independent System Operator (CAISO). The Policy Advisor is also responsible for developing and managing relationships with California's energy market stakeholders, including CalCCA.

## **Examples Of Duties and Functions:**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and make reasonable accommodations so that qualified employees can perform the job's essential functions. Duties and responsibilities include, but are not limited to:

- Manage a regulatory proceeding caseload and engage in strategic and focused intervention, including analyzing and summarizing regulatory filings submitted by other parties, drafting responses and comments, preparing data requests, preparing and sponsoring testimony, drafting other documents, developing analytical models, supervising external counsel on specific proceedings, and communicating with regulatory agency or legislative staff.
- Participate in stakeholder dialogues, advocacy, and regulatory proceedings on behalf of OCPA and evaluate proposed regulatory and funding policies at the CPUC, CEC, CAISO, CARB, and other state and federal agencies to assess the impact on OCPA.
- Work collaboratively with internal teams on cross-functional priorities related to regulatory matters, focusing on energy resource planning and reliability proceedings.
- Assist with developing legislative and regulatory policies and strategies related to OCPA, CCAs, and the electric industry in California.
- Develop strategies to accomplish OCPA legislative and regulatory goals.
- Educate internal and external audiences on state and OCPA policies.
- Provide analysis of technical, regulatory, and legislative issues.
- Advise and consult with all levels of OCPA and its Boards, committees, and councils on key legal and policy matters related to regulatory and legislative policy developments.
- Represent and advocate for OCPA, its members, and customers before government and regulatory bodies.
- Engage in rate-making proceedings, investigations, rulemaking, compliance matters, and proposed legislation.
- Advance and defend OCPA positions through applications, briefs, legal memoranda, and discovery requests/responses.
- Work with internal staff and external contractors to implement proposed legislative and regulatory activities.
- Assist with meetings and events by developing agendas, taking meeting minutes, following up with members on after-action items, and preparing programs and brochures.
- Attend conferences, meetings, and seminars to maintain expertise in legislative and regulatory initiatives and their impact.
- Write staff reports and presentations for Board and Committee meetings.
- May lead other working groups.
- Other related duties as needed.

## **Qualifications:**

**Experience/Education:** Any combination of education and experience which would provide the knowledge and abilities listed. A typical way to obtain the required qualifications would be:

Bachelor's degree or higher in political science, business administration, public administration or

policy, environmental science, economics, government, or related field.

### **And**

At least three (3) years of progressively responsible experience working on complex regulatory, legislative, or energy matters at an electric utility, (IOU or CCA), public agency/municipality, or in a closely related field, with experience in the California energy regulatory industry.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. **The requirements below represent the required knowledge, skill, and/or ability.**

### **Knowledge of:**

- California electric utility regulatory issues.
- California regulatory practices, protocols, and procedures.
- California legislative process and protocols.
- Communications portals and web-based resources for regulatory and legislative activity.
- Fundamentals of the functions of energy technologies and relevant economics
- CCA policy issues include competitive neutrality, cost allocation, California electricity market structure, electricity rate design, energy procurement policy, and regulatory relations.

### **Ability to:**

- Prepare clear and comprehensive correspondence, reports, presentations, and proposals, and conduct independent research and fact-finding assignments.
- Determine, develop, and implement objectives, strategies, policies, procedures, work standards, and internal controls to achieve goals.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Effectively represent OCPA before the Legislative and Regulatory Committee, Community Advisory Committee, city councils, and other local, regional, state, and federal agencies, as well as in public meetings with local citizens.
- Deal tactfully and maintain effective working and diplomatic relations with various levels of staff, the public, civic organizations, and representatives from governmental, industry, media, and other agencies.
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests.
- Promote teamwork, a positive work environment, and collaborative problem-solving.
- Work effectively under stressful situations involving tight deadlines, confrontation, and conflict.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

### **Other Qualifications:**

#### **Analytical Thinking:**

Approaches a problem or situation by using a logical, systematic, sequential approach.  
Collaboration: Develops networks and builds alliances; engages in cross-functional activities.

### **Communication Skills:**

Effectively conveys information and expresses thoughts and facts clearly, orally, and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

### **Leadership:**

Leads by example, demonstrates high ethical standards, remains visible and approachable, and interacts with others regularly. Promotes a cooperative work environment, allowing others to learn from mistakes. Provides motivational support and direction.

### **Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer/laptop; operate a motor vehicle and visit various meeting sites in Orange County to conduct the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification include bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must be able to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Environmental Elements:**

This is primarily a sedentary classification. The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority representatives, government officials, business representatives, and the general public to explain the Authority's programs and request and provide information.

### **Compensation and Benefits:**

The salary offered will be commensurate with experience. The salary grade for this position is RA3, **and the salary range is \$8,350 to \$12,025 per month**. OCPA offers a generous benefits package that includes:

- Individual, family, and domestic partner health insurance (medical, dental, vision)
- Life, short-term disability, and long-term disability insurance coverage
- Retirement with employer matching (up to 4% of salary)
- Paid time off (PTO), ten paid and two floating holidays
- Health and wellness reimbursement benefit
- Technology stipend
- Flexible spending accounts (FSA) – health and dependent care
- Employee Assistance Program (EAP)

This is an exempt position. This is not a civil service position; however, some OCPA employees may be required to submit a Statement of Economic Interests form, also known as Form 700.

Orange County Power Authority is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.