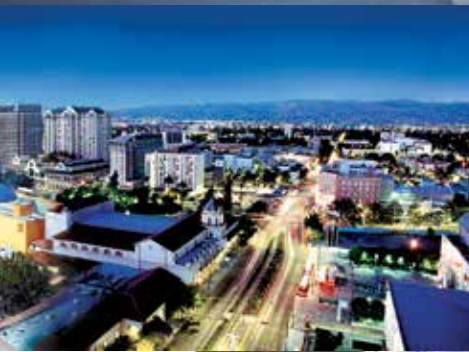


# REGULATORY AND LEGISLATIVE POLICY DIVISION MANAGER

City of San José, CA

Department of Community Energy





## THE COMMUNITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted *Envision San José 2040*, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

## THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,250 positions and a total budget of \$3.5 billion for the 2017-2018 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

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## THE COMMUNITY ENERGY DEPARTMENT

To help accomplish its goal of being both innovative and environmentally responsible, the City of San José created the Community Energy Department in August 2017 to administer San José Clean Energy (SJCE), the City's brand new Community Choice Energy (CCE) program. SJCE's mission is to reduce Citywide greenhouse gas emissions, lower energy rates, and provide the community with a choice of energy providers, in addition to providing transparency, accountability, and outstanding customer service.

SJCE is the largest single city Community Choice Aggregation in California and will be fully operational in February 2019.

## THE POSITION

The Community Energy Department is seeking to fill a newly created Division Manager position, with a focus on regulatory and legislative policy. The Division Manager will report directly to the Director of the Community Energy Department. This position will require a highly skilled advocate to expertly engage in regulatory proceedings and advocate for the business interests of San José Clean Energy (SJCE).

The Division Manager will be responsible for providing energy and legislative policy expertise and effectively representing the City and the Department to the California Public Utilities Commission (CPUC), California Energy Commission, California Independent System Operator, and the state legislature.

Typical duties of this position may include, but are not limited to:

- Provide legislative policy expertise to effectively engage with the legislature to ensure the interests of SJCE are represented.
- Provide policy and bill analysis on various energy bills and regulatory proceedings.
- Support regulatory and bill analysis, assess the business impacts for the Community Energy Department, engage with stakeholders to build effective coalitions as well as convening and testifying on behalf of the Department.
- Collaborate with other staff in the Department, the City Manager's Office, Intergovernmental Relations, and the City Attorney's Office to evaluate the impacts of regulatory and legislative changes and communicate those impacts to stakeholders.
- Represent the Department at meetings with internal and external stakeholders, including hosting presentations, as well as facilitating public meetings.
- Analyze legislation and other policy proposals which have impacts to the SJCE program outcomes and/or funding and coordinate responses with relevant staff.
- Write and edit memorandum, letters, presentations, and other communications to analyze and explain policy options and recommendations.
- Track and influence Federal, State, and regional legislation and/or policies, including thoroughly monitoring relevant news and reports in order to provide timely and effective summarizations to decision-making partners.
- Seek out the development of additional funding opportunities at all levels of government organizations outside of the City to advance mutually beneficial goals.
- This position will require participation in evening public meetings, weekend workshops, and other travel related to the department's regulatory and policy efforts.
- Collaborates and builds contacts with other organizations and representatives, regulatory agencies, and the public; ensures program compliance and makes recommendations to meet the needs of the public and City; may serve as a liaison to electric utility agencies.
- Monitors power supply resources operations to ensure compliance with policy directives, federal and state laws, rules and regulations, and local codes and standards; provides direction on the implementation of changes to organizational processes and policies to ensure compliance with energy market requirements, improve operations, mitigate risks, increase revenue, and decrease costs.

## EDUCATION & EXPERIENCE

Requires a bachelor's degree in business, economics, engineering, environmental studies, law, natural resources, statistics, or related field to the utility business AND six (6) years of progressively responsible, directly related experience, including three (3) years of supervisory experience. A master's degree is preferred. A valid California Driver's License may be required.



Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will NOT sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

## IDEAL CANDIDATE

Community Energy is a fast-paced and innovative department supported by a collaborative and hard-working team of passionate individuals. The Department seeks a Regulatory and Legislative Policy Division Manager with a proven background in providing successful regulatory and policy support in the energy field. The ideal candidate will be proactive, strategic, and able to hit the ground running.

## COMPENSATION & BENEFITS

The salary range for this position is **\$103,321.47 to \$157,656.95** per year. The Division Manager also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. In addition, the City provides an excellent array of benefits, including:

- **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- **Health Insurance** – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.
- **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- **Holidays** – The City observes 14 paid holidays annually.
- **Deferred Compensation** – The City offers an optional 457 Plan.
- **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- **Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits website at: <http://www.sanjoseca.gov/index.aspx?NID=707>.

## HOW TO APPLY

**Apply immediately** at [www.alliancerc.com](http://www.alliancerc.com). Applications will be reviewed as they are received and interviews will be scheduled in mid-December 2018. For questions and inquiries, please contact:

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