

## **CUSTOMER PROGRAMS AND ENERGY POLICY ANALYST (UTILITY ANALYST)**

### **SUMMARY**

Southern California Public Power Authority<sup>1</sup> (SCPPA) is seeking qualified applicants for immediate hire for the position of Customer Programs and Energy Policy Analyst (Utility Analyst). The successful applicant will be assigned to the Government Affairs and Program Development Departments.

Under the general supervision of the Government Affairs Director and with support from SCPPA's other Program Development Department's Utility Analyst, this position will (1) facilitate joint action customer programs and projects to support SCPPA Members' needs, (2) provide extensive membership support and communication on issues including energy efficiency, demand response, transportation electrifications, distributed energy, low income assistance, and financial incentives and rate programs; (3) oversee the activities of SCPPA's Program Development Department's working groups, fostering collaboration, information sharing, and professional support where needed; (4) assist accurate utility data and information reporting related to SCPPA Members' customer programs; (5) assist SCPPA's Government Affairs Department on state and federal policy development on issues that affect SCPPA Members' customer programs; and (6) collaborate closely with publicly owned electric utility stakeholders statewide and national organizations, as well as regional groups working on customer program and energy policy issues. Strong technical skills, background in electric utility customer programs, experience managing contracts, and proficiency with the use of Excel are essential.

### **Essential Job Functions**

The essential duties and responsibilities for the Customer Programs and Energy Policy Analyst (Utility Analyst) are listed below. These duties and responsibilities are to be executed under the general supervision of the Government Affairs Director and with support from SCPPA's other Program Development Department's Utility Analyst as appropriate. Other duties may be assigned based on SCPPA and SCPPA Member needs.

- Oversee activities of the SCPPA Program Development Department's working groups, including the Customer Programs Working Group, Transportation Electrification Working Group, Financial Incentives and Rates Working Group, and other working groups deemed necessary to support SCPPA Members' customer program needs. This work includes oversight of joint action projects, coordination of group activities, and development of meetings and workshops.

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<sup>1</sup> SCPPA is a joint powers agency and an independent public entity created in 1980 pursuant to the California Joint Exercise of Powers Act (Cal. Government Code §6500 et seq.) for the purpose of jointly planning, financing, developing, constructing, operating and maintaining projects for the generation or transmission of electric energy. SCPPA's Members consist of 11 cities and one irrigation district: Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside, Vernon, and the Imperial Irrigation District. Each Member owns and operates an electric utility serving retail customers within its territorial boundaries. The Members use SCPPA to procure generation, transmission, and fuel resources from projects across several Western States. Collectively, Members serve a population exceeding five million people in five Southern California counties. See SCPPA website for more information: [www.scppa.org](http://www.scppa.org).

- Initiate SCPPA Program Development Department's related joint-action programs for SCPPA members to foster the application of best practices and capture economies of scale.
- Develop and issue public solicitations, including Requests for Proposals, to address vendor selection efforts and member contractual needs.
- Evaluate, negotiate, and prepare contracts with program vendors to achieve the objectives of the SCPPA Program Department's working groups. Oversee the work of vendors and consultants in this program area and assure contract agreements are fulfilled.
- Maintain regular and frequent communication with SCPPA Members regarding program activities and projects.
- Track local SCPPA Member programs and accomplishments, and assist in reporting and communicating data regarding SCPPA Member electric utility system programs to relevant agencies, policymakers and other stakeholders. Develop spreadsheet models to facilitate such efforts.
- Assist in representation of the SCPPA in regulatory and legislative forums where needed.
- Travel to SCPPA Members to provide support in program area if needed.
- Assist in development of the Program Department's budget.
- Represent SCPPA as a member of related industry organizations and associations.
- Assist as part of a team responsible for planning and logistics surrounding SCPPA Member events and functions including but not limited to the SCPPA Annual Conference, SCPPA Annual Policy Staff Tour, and relevant SCPPA working group meetings.
- Reports for work on time and maintains satisfactory attendance in accordance with SCPPA policy. Ensures work responsibilities are covered when absent. Arrives to meetings and on appointments on time.

**Knowledge of:**

- Utility industry operations
- Organization, procedures, and operations of California public utilities
- Municipal utility governance and organization
- Microsoft office products (Word, Excel, PowerPoint)
- Pertinent federal, state, and local laws and regulations
- Program development
- Contract development

**Ability to:**

- Communicate and coordinate effectively with multiple stakeholders to identify needs and build consensus
- Conduct critical thinking and offer credible solutions
- Analyze complex data
- Perform technical research and present findings
- Read and understand contracts and service agreements
- Manage priorities to ensure the most critical project issues are responded to in a timely manner
- Communicate clearly and effectively in both written and verbal formats
- Establish and maintain effective working relationships with organization staff and outside stakeholders
- Work independently and in groups
- Coordinate agency resources and work within strict timeframes

- Display enthusiasm for new and diverse tasks, including learning new skills and working in cross-functional areas beyond day-to-day responsibilities

**Education, Training and Experience:**

A Bachelor's degree in engineering, finance, public administration, or other relevant major is required with a minimum 2 years of experience in an operating utility or similar organization. Experience in a publicly owned utility or joint powers authority; general knowledge of contracts; and familiarity with types of electric utility programs is preferred. Advanced degree may be substituted for experience.

The current annual salary range is \$81,279 to \$97,720 depending on experience and qualifications, plus benefits. SCPPA provides retirement benefits through a contract with the California Public Employees Retirement System (CalPERS). Qualified candidates should submit a letter of application, resume and three references to [sortiz@scppa.org](mailto:sortiz@scppa.org).

This recruitment is Open Until Filled, with a first review of applications received by April 7, 2025. The filing period may close at any time once a sufficient number of qualified applications have been received.

**Work Location and Hours:**

The Customer Programs and Energy Policy Analyst's office will be located at SCPPA's headquarters located at 1160 Nicole Court, Glendora, CA 91740.

SCPPA currently operates under a 9/80 schedule and normally is open for business from 7:00 am to 5:00 pm, Monday through Thursday. It is either open for business from 7:00 am to 4:00 pm or closed alternating Fridays.

SCPPA generally offers employees the possibility of working remotely as provided in SCPPA's Remote Work Program. Currently, the Remote Work Program requires employees to be in the office full days on Tuesday, Wednesday, and Thursday on SCPPA's five-day week and Tuesday and Wednesday on SCPPA's four-day week.