



**Power Resources Contracts &  
Settlements Analyst**  
*Application Deadline: November 5, 2021*

**About East Bay Community Energy**

East Bay Community Energy (EBCE) is the Community Choice energy service provider for customer accounts across Alameda County and the City of Tracy. EBCE's charter is to provide its customers with low carbon, cost-effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

We want creative problem solvers that are excited to work in an entrepreneurial environment and grow our organization! EBCE is committed to a diverse and inclusive workforce that is reflective of our service area's rich culture and communities.

**POSITION SUMMARY**

EBCE is seeking to hire a full-time Power Resources Contracts and Compliance Analyst, reporting to the Senior Manager of Power Resources Contracts and Settlements. EBCE is looking for candidates to support the Power Resources team's Contract Management function and support a variety of compliance filings and reporting obligations. As part of the Power Resources team, work collaboratively with the Local Development/Programs, Public Policy, Marketing and Technology & Analytics teams on cross functional issues related to electricity procured and settled under long-term contracts.

- **Culture:** EBCE fosters a culture of open communication, responsibility, curiosity, accountability, teamwork, and care. We welcome a diversity of experiences and perspectives.
- **Start date:** Target is December 2021. The application is open until Friday, November 5, 2021 at 5 PM. Candidates should send application materials to [jobs@ebce.org](mailto:jobs@ebce.org) with the job title in the subject line.
- **Location:** This position will be based in EBCE headquarters in Oakland, near 19<sup>th</sup> Street BART. Due to COVID, EBCE is currently allowing employees to work remotely from home.
- **Employment:** As an equal opportunity employer, we are committed to diversity, equity, and inclusion and strongly encourage people of color, women, those who identify as LGBTQ+, non-binary individuals, and those with disabilities to apply.
- **Compensation:** Competitive compensation package offered, based on candidate experience. An Analyst salary ranges from \$81,600 to \$110,250.
- **Benefits:** EBCE offers a generous benefits package including
  - Individual, family and domestic partner health insurance (medical, dental, vision)
  - Life and AD&D, EAP, STD, and LTD
  - Retirement with Employer Matching
  - Paid Time Off and Holidays
  - Flexible Spending Accounts (health and dependent care accounts)

## **POSITION DETAILS**

### **Essential Duties and Responsibilities**

- Support Senior Manager of Contracts and Settlements. EBCE's contracts to buy electricity and related products from third party generation facilities, including but not limited to:
  - Follow processes that ensure contracts are managed & financially settled efficiently, accurately, and in compliance with their contracted terms and associated regulatory obligations.
  - Monitor, analyze, communicate and resolve issues that arise during contract administration, including recommending EBCE's response to commercial issues and managing the dispute process.
  - Working with internal and external parties to maximize the value of resources in EBCE's portfolio.
  - Identify and flag any problems related to the administration of existing agreements, suggest opportunities to improve existing contract language in future contracts.
  - Flag any concerns associated with contract language that result in inefficient or inaccurate settlements or burdensome language that could lead to increased costs associated with administration.
  - Communicate with external parties and EBCE counterparties. Provide timely response to inquiries, document communications according to guidelines
- Support financial settlement of procurement from third party generation facilities, including but not limited to:
  - Follow processes to audit and ensure transactions were settled accurately, including performing a minimum of annual review of all settlements.
  - Monitor, analyze, communicate and resolve issues that arise during settlement process.
  - Support maintenance of system of financial record.
- Support Power Resources compliance obligations including:
  - Responding to data requests from various internal and external sources. This may include researching internal records, aggregating data, and presenting results
  - Support regulatory and compliance efforts as needed, including multiple annual compliance filings.
  - Assist in reviewing compliance filings for accuracy and completeness
  - Assist in monitoring the relevant regulatory processes to capture EBCE's required reporting obligations and changes to existing filings
- Other duties as required

### **Minimum Qualifications:**

- Bachelor's degree required
- Two years of professional work experience.
- Experience working in energy environment or closely related field.
- Familiarity with commercial contracts and it's terms; long-term renewable energy and large hydro contracts, as well as short-term EEI and WSPP contract structures.

- Ability to formulate logical approaches; question and impact group consensus and make recommendations to address complex issues.
- Self-directed - showing attention to details and organizational skills in a highly fluid and rapidly changing environment
- Strong written and oral communications skills.

### **Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. EBCE is committed to reasonably accommodate an applicant for known physical or mental disabilities so that the applicant may participate in the application process. EBCE will engage in a timely, good-faith interactive process with any employee with a known physical or mental disability to identify potential reasonable accommodations, if any, to enable the employee to perform the essential functions of their position.

- General office environment is primarily sedentary work which requires the following physical activities: standing, sitting, walking, reaching, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity.
- The employee must occasionally lift and/or move up to 10 pounds.
- Exposure to CRT is frequent, on a daily basis.
- The noise level is usually moderate.

### **Licenses/Certificates**

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation and a safe driving record.

### **Submission Requirements**

Applicants must submit a cover letter outlining key qualifications and reasons for your interest and current resume. Please email these documents and any questions to: [jobs@ebce.org](mailto:jobs@ebce.org) by 5 PM on Friday, November 5, 2021.

### **Working at East Bay Community Energy**

EBCE is committed to complying with applicable laws, including the Americans with Disability Act and Fair Employment and Housing Act, ensuring equal employment opportunities to qualified individuals with a disability. EBCE prohibits unlawful discrimination based on age, sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military or veteran status, sexual orientation, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, or local laws.

*The information contained herein has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The information also does not constitute either an expressed or implied contract, and these provisions are subject to change.*