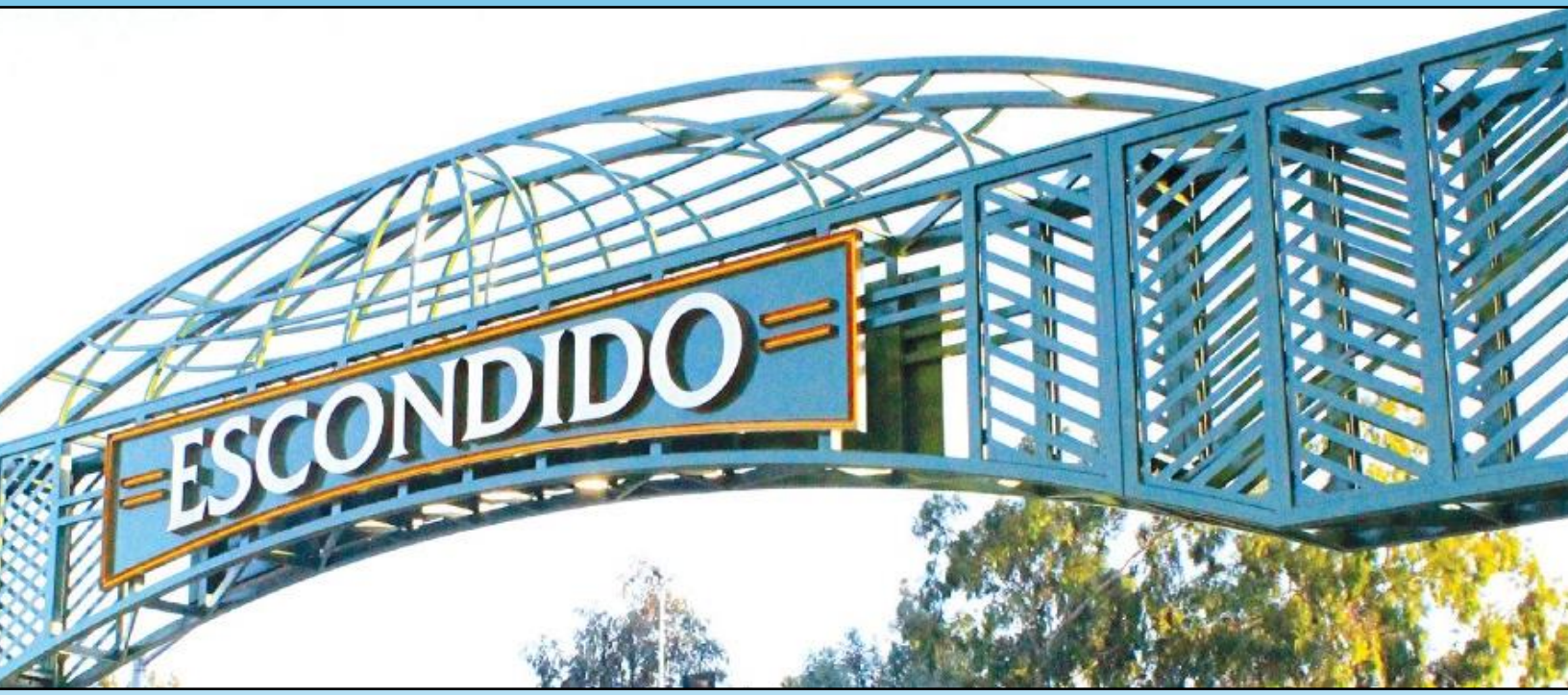
CLEAN ENERGY ALLIANCE



Open recruitment for

Energy Contracts and Compliance Specialist/Analyst

Clean Energy Alliance

North San Diego County, CA

About Clean Energy Alliance

Clean Energy Alliance (CEA) is the default energy provider for the cities of Carlsbad, Del Mar, Escondido, Oceanside, San Marcos, Solana Beach, and Vista. Established in 2021, CEA currently serves more than 250,000 residential and business customers and is focused on achieving 100% renewable energy by 2035 to reduce greenhouse emissions.
Learn more at: https://thecleanenergyalliance.org/

About the Position

The Energy Contracts and Compliance Specialist/Analyst will be a key member of CEA's Power Supply Team ("Team") which guides the development and management of CEA's energy supply portfolio to achieve 100% renewable energy by 2035, meet CEA's regulatory and compliance obligations, and support California's desire for a clean, affordable, and reliable energy system.

The successful candidate will be an analytical and detail-oriented professional with a strong interest in California energy markets. Under the general direction of the Team's energy compliance manager, this position will support compliance reporting to the California Public Utilities Commission (CPUC) and California Energy Commission (CEC), contract administration and performance tracking, invoice review and validation, and position management functions, with opportunities to gradually take on greater responsibilities within the Power Supply Team.

This position may also assist in the administration of Request for Proposals (RFPs), evaluation of unsolicited offers, ongoing correspondence with counterparties including contract development and performance tracking, renewable energy procurement strategy and planning, and other duties as assigned in support of the Team.

Key Responsibilities

Regulatory Compliance and Reporting

- Maintain current knowledge of regulatory/legislative trends and changes as well as current and future compliance requirements and their impact on market conditions.
    - Monitor updates to regulatory requirements and filing templates, communicating relevant changes to the Power Supply team.
- Assist with the preparation and submission of compliance filings to the CPUC and CEC, including Resource Adequacy (RA), Renewable Portfolio Standards (RPS), and Power Source Disclosure reports.
- Support monthly, annual, and mid-term RA compliance filings, ensuring accuracy and alignment with internal portfolio data.
    - Work with the scheduling coordinator (SC) to ensure successful RA and CPUC submissions.
- Maintain and update internal compliance tracking templates and databases, ensuring consistency across CPUC and California Independent System Operator (CAISO) reporting.
- Support development of CEA's RPS Procurement Plan and annual RPS Compliance Report by compiling data and drafting sections as assigned.
- Assist with the preparation of other CPUC, CEC, and CAISO data requests and filings related to compliance initiatives.

Power Supply Contracts Administration

- Maintain and assist in keeping to standard operating procedures, protocols and safeguards to ensure contract negotiation decision making processes are aligned with agency goals.
- Track and organize short- and long-term power supply contracts, including RA, RPS, and greenhouse gas-free energy agreements.
- Assist with creation of materials to facilitate Board review of potential supplier agreements including staff reports, supporting information, and presentation materials.
- Coordinate with legal counsel and internal teams on the execution of contract amendments and renewals.
- In coordination with the rest of the Team, manage "Back Office" activities, in adherence to the Risk Management policies and procedures.

Performance Monitoring

- Support the evaluation of contract performance and counterparty compliance.
- Support the development and maintenance of internal compliance and contract management dashboards and performance metrics.
- Maintain, update and track contract files through CEA's contract management system.

Invoice Management and Validation

- Interface with power suppliers and contractors regarding timely invoicing.
- Perform validation on invoices as assigned to ensure accuracy.
- Validate CAISO statements and cost recovery from counterparties as provided for in contract terms.
- Track invoice payments and prepare related reports for management and technical teams.

- Resolve or provide support in resolving power invoice and billing issues.
- Provide information to assist external accountant with problem resolution.
- Once familiar with CEA's positions and portfolio, identify opportunities for portfolio optimization and budget savings.

Other Duties

- Assist in reviewing and analyzing proposals for electric power supply submitted to CEA by developers, marketers and power brokers.
- Assist in preparation, presentation of information and recommendations to assist CEA staff and Board for power supply decision making.
- Participate in relevant CalCCA working groups and committees.

Minimum Qualifications

Education and Experience

Energy Contracts & Compliance Specialist:
Bachelor's degree from an accredited college or university in business, economics, environmental studies, accounting or related field.

Energy Contracts & Compliance Analyst:
Bachelor's degree from an accredited college or university in business, economics, environmental studies, accounting or related field and up to two (2) years of experience directly related to the duties and responsibilities described above, particularly in energy contract management or negotiation.

Knowledge, Skills, and Abilities

- Passion for contributing to the success of community choice aggregation in California.
- Understanding of regulatory reporting and compliance requirements under CPUC, CEC, and CAISO.
- Excellent organizational skills with high attention to detail and accuracy.
- Strong quantitative, analytical, and problem-solving abilities.
- Effective written and oral communication skills.
- Proficiency with Microsoft Excel and data management tools.
- General knowledge of energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, and hydroelectric.
- Ability to balance multiple priorities to meet deadlines and escalate key issues in a fast-paced environment.
- Strong work ethic and ability to take initiative and work independently.

We encourage anyone who is interested in this role to apply, regardless of whether you feel you meet 100% of the qualifications. We offer professional learning and training opportunities to help you develop skills you may not yet have had the opportunity cultivate.

Work Environment & Conditions

CEA operates in a hybrid environment, with employees generally working from home, and reporting to the office at least once per week. This arrangement may change as the needs of CEA change. Occasional local travel may be required with employees expected to attend CEA events, meetings and workshops.

CEA is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Compensation and Benefits

Specialist Salary: $80,000 - $125,000 per year, DOQ
Analyst Salary: $98,000 - $164,000 per year, DOQ

- Group health benefits with 100% employee and 50% dependent coverage for medical, vision and dental
- Other insurance includes Long-Term Disability, Basic Life Insurance and Supplemental Life Insurance
- Monthly technology allowance
- CEA provides a contribution of 7.5% of salary for each employee into a 401(a)retirement plan. CEA's contributions to the 401(a)plan vest in equal annual amounts over five (5) years based on the first day of employment. Employees may voluntarily contribute to a 457(b) deferred compensation plan according to IRS limits.
- Vacation – 15 days per year increasing with years of service to a maximum 25 days
- Sick Leave – 8 hours per month, with maximum accrual of 144 hours
- Paid holidays – 10 paid holidays plus winter break between December 24 - 31

Apply Now

For priority consideration, **apply immediately** by emailing your cover letter and resume to Cindy Krebs Consulting. Applications will not be accepted after February 13, 2026. If you have questions or would like additional information, please contact Cindy Krebs via one of the following options:

Phone: 206-601-6874
Email: ckcincus@outlook.com
LinkedIn: CKC LinkedIn

Cindy Krebs Consulting