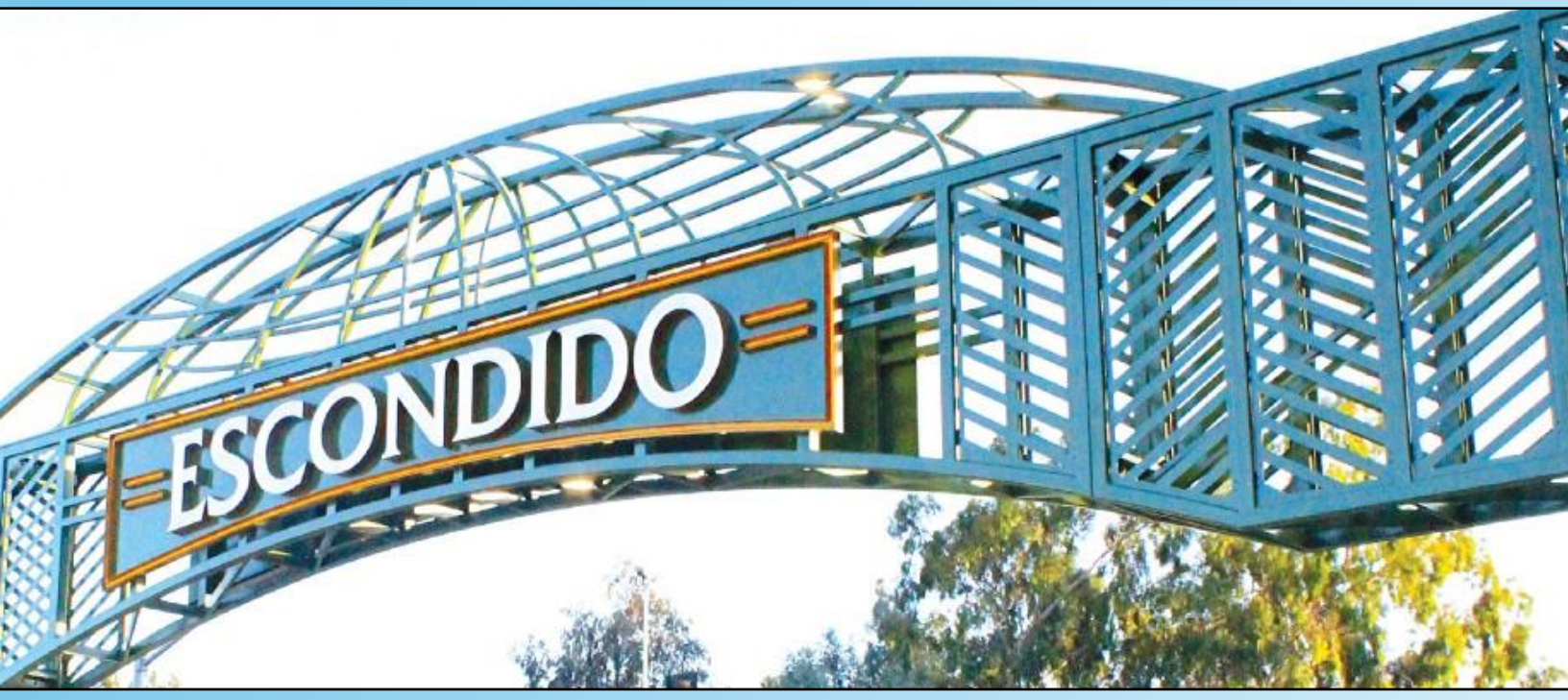
CLEAN ENERGY ALLIANCE



Open recruitment for

Energy Contracts and Compliance 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 & Compliance Analyst will be a key member of CEA's Power Procurement 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 of California's desire for a clean, affordable, and reliable energy system.

Under the general direction of CEA's Energy Compliance Manager, primary responsibilities will include negotiation for power supply products; contract monitoring and management, tracking achievement of key milestones and performance metrics; reviewing and validating invoices; and reporting regulatory compliance to the California Public Utilities Commission (CPUC) and California Energy Commission (CEC) 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. The successful candidate will be a strategic thinker, bringing experience in administering wholesale power purchase agreements for conventional hedge, resource adequacy, and renewable energy transactions.

Key Responsibilities

Power Supply Contract Facilitation

- Establish standard operating procedures, protocols and safeguards to ensure procurement team contract negotiation decision-making processes are aligned with agency goals.
- Track all steps needed to reach contract finalization, up to, and including, contract execution.
- Assist with drafting new vendor and supplier agreements, in coordination with legal counsel.
- Serve as point of contact for counterparties in negotiations for supply agreements.
- Assist with creation of materials to facilitate Board review of potential supplier agreements including staff reports, supporting documents, and presentation materials.
- Manage stakeholder relationships, including PPAs, interconnection, staff and consultants, permitting agencies, community and public relations.
- Conduct research and other due diligence to compile relevant information for staff, technical consultants, legal consultants, and Board members.
- In coordination with the rest of the Power Supply Team, manage "back office" activities, in adherence to Risk Management policies and procedures.

Performance Monitoring

- Monitor and manage assigned counterparty relationships to ensure performance and contract compliance.
- Conduct performance auditing and monitoring for existing CEA power contracts.
- Track counterparty compliance with contract milestones and other deliverables.
- Maintain, update, and track contract files through contract management system.

Invoice Management and Validation

- Identify opportunities for portfolio optimization and budget savings.
- Interface with power suppliers and contractors regarding timely invoicing.
- Receive, file, and process invoices in a timely and correct manner.
- Perform validation on invoices to ensure accuracy.
- Validate CAISO statements and cost recovery from counterparties pursuant to 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.

Regulatory Compliance:

- Maintain current knowledge of regulatory/legislative trends and changes as well as current and future compliance requirements and their impact on market conditions.
- Assist with preparation of compliance reports and materials related to CEA's power supply, including CPUC, CEC, The Climate Registry, and the Department of Energy (DOE).
- Coordinate compliance reporting with CEA's supply.
- Manage CEA's renewable energy certificate accounts within the WREGIS system.

Other Duties:

- Prepare materials to facilitate policy discussions related to procurement and resource planning.
- Assist with the administration of RFP processes and submissions.
- 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 with power supply decision making.
- Participate in relevant CalCCA working groups and committees.

Minimum Qualifications

Education and Experience

- Bachelor's degree in Political Science, Public Policy, Environmental Studies, or related field (Master's preferred).
- 2–5 years of experience in legislative affairs, government relations, or public policy.

Knowledge, Skills, and Abilities

- Passion for clean energy, climate action, and local community empowerment.
- Interest in contributing to the success of community choice aggregation in California.
- Strong understanding of local government processes and California's energy landscape.
- Excellent interpersonal and communication skills.
- Ability to translate complex policy issues into easily understood terms.
- Thorough understanding of contract management best practices.
- Experience with power purchase agreement structures, general terms and conditions, and basic requirements.
- Familiarity with energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, and hydroelectric.
- Understanding of how renewable energy certificates are used to support mandatory and voluntary compliance programs, including California's Renewables Portfolio Standard, Power Content Label and Power Source Disclosure programs, and the Western Renewable Energy Information System (WREGIS).

- Ability to meet CPUC reporting and compliance requirements, including Resource Adequacy.
- Working knowledge of procurement process and renewable energy project development including environmental and local use permitting, interconnection agreements, and processes.
- Familiarity with power scheduling and the management of battery charging and discharging.
- Strong analytical and problem-solving skills with an attention to detail.
- Ability to work independently, take initiative, and balance multiple priorities to meet deadlines and escalate key issues in a fast-paced environment.
- Effectiveness at establishing and maintaining working relationships, internally and with third parties.
- Ability to perform quantitative data and statistical analyses and effectively communicate results.

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 as needed.

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

Salary: $90,000 - $160,000 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