

## AGENDA

### ORANGE COUNTY POWER AUTHORITY MEETING OF THE BOARD OF DIRECTORS

**Tuesday, December 13, 2022  
10:00 a.m.**

This meeting will proceed as a teleconference meeting in compliance with waivers to certain provisions of the Ralph M. Brown Act provided for under California Government Code section 54953(e)(1)(A) in relation to the Covid-19 state of emergency and recommended social distancing measures. There will be no location for in-person attendance. The Orange County Power Authority is providing alternatives to in-person attendance for viewing and participating in the meeting. Further details are below.

**Note:** Any member of the public may provide comments to the Orange County Power Authority Board of Directors on any open session agenda items by requesting to speak during Item 4, or on any matter not appearing on the agenda but within the jurisdiction of the Board by requesting to speak during Item 5. When providing comments to the Board, it is requested that you provide your name and city of residence for the record. Commenters are requested to address their comments to the Board as a whole through the Chair. Comments may be provided in the following manner:

To provide comments during the meeting, join the Zoom meeting by computer, mobile phone, or dial-in number. Before or during Items 4 and 5, the Chair or Clerk will ask members of the public to join the queue to provide public comment. The queue will remain open for a reasonable amount of time to allow members of the public sufficient time to request to speak and inform the Board of the number of speakers. After such time, the queue will be closed and the members of the public who have joined the queue to speak will be recognized at the appropriate time may speak through Zoom video conference or telephonically. To join the queue on Zoom video conference by computer or mobile phone, use the "Raise Hand" feature. If joining the meeting using the Zoom dial-in number, you can raise your hand and join the queue by pressing \*9. Members of the public will not be shown on video but will be able to speak when called upon.

Comments shall generally be limited to three minutes when speaking, provided that the Chair may equally reduce each speaker's time to accommodate a large number of speakers or a large number of agenda items. If you have anything that you wish to be distributed to the Board, please provide it via [comments@ocpower.org](mailto:comments@ocpower.org), who will distribute the information to the Members.

The public may participate using the following remote options:

#### ZOOM WEBINAR

Please click the link below to join the webinar:

[Launch Meeting - Zoom](#)

Dial-in: 1-669-900-6833

Webinar ID: 856 6260 8076

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENTS ON AGENDA ITEMS**

*Opportunity for members of the public to address the Board on any items on the agenda.*

5. **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*Opportunity for members of the public to address the Board on any items not on the agenda but within the jurisdiction of the Board.*

6. **DIRECTOR ANNOUNCEMENTS**

*Board Members may briefly provide information to other members of the Board and the public, ask questions of staff, or report on conferences, events, or activities related to Authority business. There is to be no discussion or action taken on comments made by Board Members unless authorized by law.*

7. **STAFF REPORT**

*Staff may briefly provide information to the Board and the public. The Board may engage in discussion if the specific subject matter of the report is identified, but the Board may not take any action. There is to be no other discussion or action taken unless authorized by law.*

8. **CONSENT CALENDAR**

*All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Board of Directors, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Board of Directors request specific items be removed from the Consent Calendar.*

1. **FINDINGS NECESSARY FOR REMOTE PARTICIPATION IN PUBLIC MEETINGS**

**Recommended Action:**

Declare that the findings made in Resolution No. 2022-02, "Resolution of the Orange County Board of Directors Making Findings Necessary for Remote Participation in Public Meetings" remain valid and applicable, so as to allow remote participation in public meetings for the next 30 days.

2. **MINUTES FOR THE REGULAR BOARD MEETING OF OCTOBER 25, 2022**

**Recommended Action:**

Approve as submitted.

**3. MINUTES FOR THE SPECIAL BOARD MEETING OF NOVEMBER 7, 2022**

**Recommended Action:**

Approve as submitted.

**4. TREASURER’S REPORT – FISCAL YEAR ENDED AUGUST 31, 2022**

**Recommended Action:**

Receive and file the Treasurer’s Report ending August 31, 2022.

**5. COMMUNITY ADVISORY COMMITTEE UPDATE**

**Recommended Action:**

Receive and file.

**6. ENERGY EFFICIENCY PROGRAM UPDATE**

**Recommended Action:**

Receive and file.

**7. APPROVE AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH MAHER ACCOUNTANCY**

**Recommended Action:**

Approve Amendment No. 3 to the Professional Services Agreement (“Third Amendment”) between OCPA and Maher Accountancy (“Maher”) to add a new not-to-exceed amount of \$231,000 for the accounting and annual audit assistance services from January 1, 2023 through December 31, 2023.

**9. REGULAR CALENDAR**

*The following items call for discussion or action by the Board of Directors. The Board may discuss and/or take action on any item listed below if the Board is so inclined.*

**1. ADOPT THE FINANCIAL AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2022 AND PERIOD ENDED JUNE 30, 2021 FROM PISENTI & BRINKER, LLP**

**Recommended Action:**

Adopt OCPA the Year-End Financial Statements and Independent Auditor’s Report for the fiscal year ended June 30, 2022 and period ended June 30, 2021 from Pisenti & Brinker, LLP.

**2. APPROVAL OF OCPA 2023 RATE DESIGN**

**Recommended Action:**

1. Approve the OCPA 2023 rate design, such that OCPA’s Basic Choice rates are set at a 2% discount to Southern California Edison’s (SCE) equivalent generation rates, Smart Choice rates are set at 1.0 cent per kWh greater than Basic Choice rates, and 100% Renewable Choice rates are set at 1.5 cents per kWh greater than Basic Choice rates.

2. Authorize staff to adjust OCPA rates as soon as practicable after the SCE January 2023 rate change and as necessary during 2023 to maintain OCPA 2023 rate design for all OCPA customers. Staff shall place a report on the agenda of the next regular board meeting detailing the adjustment and requesting that the board ratify the adjusted 2023 OCPA rates.

**3. APPROVAL OF THE ORANGE COUNTY POWER AUTHORITY ORGANIZATIONAL STRUCTURE, JOB DESCRIPTIONS, SALARY SCHEDULE AND STAFFING PLAN**

**Recommended Action:**

Approve the Orange County Power Authority (OCPA) organizational structure, job descriptions, salary schedule, and staffing plan as presented within this report.

**4. ADOPTION OF 2023 MEETING SCHEDULE**

**Recommended Action:**

Adopt Resolution 2022-XX A Resolution of the Board of Directors of Orange County Power Authority Establishing Regular Meetings of the Board of Directors for 2023.

**10. ADJOURNMENT**

***Compliance with the Americans with Disabilities Act***

Board of Directors meetings comply with the protections and prohibitions of the Americans with Disabilities Act. Individuals with a disability who require a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may contact 949-263-2612. Requests for disability-related modifications or accommodations require different lead times and should be provided at least 72-hours in advance of the public meeting.

***Availability of Board Documents***

Copies of the agenda and agenda packet are available at [www.ocpower.org](http://www.ocpower.org). Late-arriving documents related to a Board meeting item which are distributed to a majority of the Board prior to or during the Board meeting are available for public review as required by law. Late-arriving documents received during the meeting are available for review by making a verbal request to the Board Secretary in the Zoom meeting room.

**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 7**

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To: Orange County Power Authority Board of Directors

From: Brian Probolsky, Chief Executive Officer

Subject: CEO’S REPORT

Date: December 13, 2022

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**Orange County Power Authority Phase 2 Enrollment (Residential) and ongoing Net Energy Metering Enrollments**

Orange County Power Authority (OCPA) has successfully enrolled over 210,000 eligible residential customers through December 4, 2022 with additional Net Energy Metering (NEM) customers being enrolled every other month based on their “true up” date with SCE. This allows these customers to enjoy the full benefit of their NEM program. OCPA will continue to enroll residential NEM customers through August 2023.

OCPA offers many benefits to NEM customers such as in a 10% increase in SCE’s Net Surplus Compensation (NSC) rate, a true up month in April, and monthly billing instead of annual. NEM customers are encouraged to visit <http://www.ocpower.org/nem> to learn more about the benefits OCPA offers to NEM customers.

**Recruiting Update**

Several recruitments are underway. Details are posted on the OCPA website as well as other appropriate online venues. OCPA is pleased to announce additions to our team.

Board Clerk / Assistant to the CEO – Patricia Jacquez-Nares – Pat has over twenty years’ experience working in city offices across the region including Moreno Valley, Westminster and Santa Ana. She is currently pursuing her Doctorate in Global Leadership and Change from Pepperdine University.

Data Analyst – Agustin Lee - In this role, Agustin will carry out analyses for OCPA rates, billing operations management, customer account services, and load forecasting and work closely with our internal teams. Agustin comes to us with a background in medical device and pharmaceutical manufacturing, accounting, business systems and supply chains.

Energy Contracts and Compliance Analyst – Recruitment is ongoing.

**Events and Conferences**

On November 2<sup>nd</sup> I presented on Leveraging Emerging Federal Funding at the Sustain Southern California Energy in Transition – 13<sup>th</sup> Annual Energy Conference at the UCI Beall Applied Innovation Center. Topics discussed included electrification, hydrogen, Inflation Reduction Act,

renewables, built environment, agriculture, grant incentives, investor trends, ESG and innovation. OCPA also hosted an exhibit booth after the event.

OCPA staff presented at the CalPlug workshop on November 10<sup>th</sup> at UCI. The workshop addressed climate concerns for Plug and Process Loads (PPLs) with executable solutions to balance energy consumption of electrical devices with climate concerns.

OCPA is proud to sponsor holiday events including tree lighting ceremonies in Buena Park, Fullerton, Huntington Beach, and Irvine. OCPA had an exhibit booth at the Irvine Tree Lighting on December 3 and will have a booth in Huntington Beach later this month.

## **Regulatory Update**

OCPA staff are currently monitoring and assisting with providing comments in a number of California Public Utilities Commission (CPUC) Proceedings

### Integrated Resource Planning (IRP) - R.20-05-003

The IRP proceeding considers the Commission's electric procurement policies and programs to ensure safe, reliable, and cost-effective electricity supply. The proceeding evaluates system, local, and flexible reliability needs 10 years out, authorizes procurement, and reviews LSEs' procurement plans.

### Resource Adequacy (RA) - R.21-10-002

The [Order Instituting Rulemaking](#) for this proceeding set forth the following objectives: to continue the Commission's oversight of the RA program, to consider broader structural reforms to the program, and to establish RA procurement obligations for LSEs beginning with the 2023 RA year. This proceeding is split into two tracks. The implementation track has considered near term reforms, including the adoption of the local and flexible capacity requirements, reforms to the central procurement entity (CPE) structure, modifications to the planning reserve margin (PRM), and revisions to RA counting. The reform track considers broader structural changes to effectuate a 24-hour slice-of-day framework.

### Renewables Portfolio Standard (RPS) Program - R.18-07-003

The RPS proceeding monitors compliance by "retail sellers," including IOUs, CCAs and ESPs, within the RPS program. Current RPS rules require 60% of retail sales to be from RPS-eligible resources by 2030, and at least 65% of the procurement a retail seller counts toward the RPS requirements to be from long-term contracts (10 years or more in duration). In addition, the RPS proceeding is the venue in which the PCIA/RPS Voluntary Allocation and Market Offer (VAMO) is being considered.

A [Proposed Decision](#) on 2022 Renewables Portfolio Standard Procurement Plans was issued on November 9, 2022. Opening Comments are due November 29, 2022; Reply Comments are due December 5, 2022.

### Provider of Last Resort (POLR) - R.21-03-011

The Commission issued a [Scoping Memo and Ruling](#) on September 16, 2021 to set forth the scope in the POLR proceeding. This proceeding implements the POLR requirements and framework directed by [SB 520](#). The POLR proceeding will be considered in three phases. Phase 1 will focus on issues necessary to establish a comprehensive framework for existing POLRs. Phase 2 will set rules that allow a different entity to be designated as the POLR. Phase 3 may be opened to consider any additional issues not covered in Phase 1 or 2.

#### Power Charge Indifference Adjustment (PCIA) - R.17-06-026

The primary focus of the PCIA proceeding is to ensure that when electric customers of the IOUs depart from IOU service to be served by other LSEs (including CCAs), the LSE customers remain responsible for only those costs previously incurred by the IOU on their behalf. The proceeding has two phases: Phase 1 dealt with exemptions from the PCIA for customers who participate in CARE or are served by medical baseline rates; Phase 2 included 3 working groups on benchmarking, prepayment, and portfolio optimization. The Assigned Commissioner issued a Second Amended Scoping Ruling on June 24, 2022, setting forth the remaining issues for Phase 2.

Energy Division held a workshop on November 18, 2022 on the modification of the Energy Index, whether to include long-term fixed price transactions in the RPS MPB, the Staff Proposal on adopting a GHG-Free MPB, and ESP access to PCIA forecasting data

#### General Order (GO) 156 – R.21-03-010

The proceeding was initiated in 2021 to revise GO 156 consistent with the requirements of Senate Bill (SB) 255, which extends the parameters of the Commission’s Supplier Diversity Program to CCAs and electric service providers. Phase 2 will now address additional revisions to the reporting requirements for IOUs, CCAs and ESPs.

The Administrative Law Judge issued a [Ruling](#) on November 30, 2022 setting forth questions and seeking responses from parties to develop the record in Phase 2 of this proceeding regarding the following:

- How should the Commission implement the workforce and board diversity reporting requirements adopted in D.22-04-035?
  - Whether the Commission should increase the percentage goals for the voluntary procurement from eligible business enterprises under GO 156, and, if so, what should be the amount of such increases?
  - Whether the Commission should update the guidelines used by the Supplier Clearinghouse to certify eligible suppliers under the Supplier Diversity Program, and if so, the specific revisions that the Commission should consider?
  - Whether the Commission should revise the definition of “minority” set forth in GO 156?
- Comments on the Ruling are due December 30, 2022; replies are due January 16, 2023.

#### Demand Flexibility – R.22-07-005

The Commission issued an [Order Instituting Rulemaking](#) on July 22, 2022 to advance customer demand flexibility through electric rates to support reliability, decarbonization, and affordability.

Commissioner's [Phase 1 Scoping Memo and Ruling](#), dated November 2, 2022, set forth the schedule for Phase 1 of the proceeding, including two tracks for establishing an income-graduated fixed charge for residential rates (Track A) and streamlining the adoption of demand flexibility rates for IOUs (Track B). Comments are due on the Scoping Memo on December 2, 2022; Reply Comments are due January 4, 2022.

The Commission held two workshops as follows:

*November 17, 2022 on the Commission staff proposal for electric rate design principles and demand flexibility rate design principles.*

*November 29, 2022 on the income-graduated fixed charge (Track A) and considerations for parties to make in developing proposals for such a charge.*

Disconnections – R.18-07-005

The proceeding was opened in 2018 to address rising disconnection rates from customer nonpayment of electric bills. After issuing several decisions instituting various rules and programs, Phase 2 is now addressing issues to further prevent disconnections, especially following the COVID pandemic.

Energy Division issued Draft Resolution E-5200 on November 9, 2022, approving the PIPP Pilots and Joint Proposals for IOUs and CCAs, with modifications, in compliance with D.21-10-012. Eligible CCAs are not only participating with cost recovery through the PPPC, but have allocations of participation based on each CCA's projected share of customers in the IOU's service territories.

### **Attachment**

Non Power Supply Contracts in Excess of \$50,000 to Under \$125,000



**Orange County Power Authority**  
**Non Power Supply Contracts In Excess of \$50,000 to Under \$125,000**

Item No	Vendor	Term	Contract Amount	Brief Service Description	Remark
1	Baker Tilly (formerly Management Partners)	7/1/2021-6/30/2022	\$ 100,000	HR Consulting and Board Clerk Support	On 10/1/2022, Baker Tilly acquired Management Partners and a consent to assignment was executed on 9/14/2022. The contract as an amendment to extend the term from 6/30/2022 to 6/30/2023.
2	Little Mendelson, P.C.	8/10/2022-12/31/2022	\$ 125,000	Legal advice and counsel in labor and employment matters	
3	San Diego Gas and Electric Company	See Remark	See Remark	CCA Service Agreement	Contract term from 7/27/2022 to CCA termination date. Billing provided by SDG&E is set forth in SDG&E's community choice aggregation tariff, as stated in SDG&E's Electric Rule 23 and SDG&E's rate schedules.

**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 8.1**

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To: Orange County Power Authority Board of Directors

From: Ryan Baron, General Counsel

Subject: FINDINGS NECESSARY FOR REMOTE PARTICIPATION IN PUBLIC MEETINGS

Date: December 13, 2022

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**RECOMMENDED ACTION**

Declare that the findings made in Resolution No. 2022-02, “Resolution of the Orange County Board of Directors Making Findings Necessary for Remote Participation in Public Meetings” remain valid and applicable, so as to allow remote participation in public meetings for the next 30 days.

**BACKGROUND**

AB 361 allows public agencies to hold fully or partially virtual meetings under certain circumstances, without being required to follow certain standard Ralph M. Brown Act teleconferencing requirements.

Under AB 361, a legislative body holding virtual meetings pursuant to AB 361 must make certain findings at least every thirty (30) days. Specifically, the legislative body must find that it has reconsidered the circumstances of the state of emergency and either of the following: (1) state or local officials continue to impose or recommend measures to promote social distancing, or (2) as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Based on current COVID-19-related circumstances, the Board can continue to make the required findings. Staff therefore recommends that the Board of Directors declare that the findings made in Resolution 2022-02 remain valid and applicable, so as to allow the Board of Directors and its subordinate legislative bodies to continue to exercise remote participation options under AB 361.

**FISCAL IMPACT**

There is no fiscal impact.

**ATTACHMENT**

Resolution No. 2022-02 a Resolution of the Orange County Board of Directors Making Findings Necessary for Remote Participation in Public Meetings.

## RESOLUTION NO. 2022-02

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ORANGE COUNTY POWER AUTHORITY MAKING FINDINGS NECESSARY FOR REMOTE PARTICIPATION IN PUBLIC MEETINGS

A. The Ralph M. Brown Act (“Brown Act”) requires, with specified exceptions, that all meetings of the governing body and all subordinate legislative bodies be open and public and that all persons be permitted to attend and participate.

B. The Brown Act contains provisions for remote participation in meetings by members of a legislative body subject to the existence of certain conditions and requirements.

C. Government Code section 54953(e) requirements include, but are not limited to, (1) the existence of a state of emergency declared by the California Governor pursuant to Government Code section 8625, and (2) state or local officials have imposed or recommended measures to promote social distancing.

D. On March 4, 2020, the Governor issued a Proclamation of State of Emergency in response to the COVID-19 pandemic and as of the date of this Resolution, the proclaimed state of emergency remains in effect.

E. On March 17, 2020, the Governor issued Executive Order N-29-20, which suspended and modified the remote participation requirements under the Brown Act to allow local legislative bodies to hold public meetings via teleconference.

F. On June 11, 2021, the Governor issued Executive Order N-08-21, which extended the provisions of N-29-20 concerning the conduct of public meetings through September 30, 2021. The Governor subsequently signed Assembly Bill 361 (Rivas, 2021) revising requirements for remote public meetings (“AB 361”).

G. In order to preserve public health and safety, the State Public Health Officer and Orange County Health Officer have issued various orders and guidance, as they may be amended from time to time, regarding COVID-19 prevention measures, which include references and a statement of support for social distancing recommendations. (*See, e.g., Guidance for Use of Face Coverings*, revised January 5, 2022; *COVID-19 Public Health Recommendations for Fully Vaccinated People*, dated October 28, 2021; *County of Orange Health Officer’s Orders and Strong Recommendations*, revised January 14, 2022).

H. In light of the foregoing, the Board of Directors desires to continue to have the flexibility to meet via remote participation for public meetings, as long as the state of emergency and social distancing recommendations continue, and that it and its legislative bodies shall be permitted to conduct their meetings by remote participation in accordance with Government Code section 54953(e), and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed by that section therein.

**NOW, THEREFORE, BE IT RESOLVED** by the Orange County Power Authority Board of Directors as follows:

Section 1. The above recitals are true and correct and incorporated herein.

Section 2. The Orange County Power Authority Board of Directors finds and declares for itself and each of its subordinate legislative bodies, as follows:

- a. A continued state of emergency, as declared by the State of California, continues to exist.
- b. The Board of Directors has reconsidered the circumstances of the state of emergency.
- c. State and local officials continue to impose or recommend measures to promote social distancing.
- d. The Orange County Power Authority promotes social distancing measures, including, without limitation, promoting and utilizing remote attendance options at Board of Directors meetings.

Section 3. The Board of Directors and any of its legislative bodies are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act or executive order, as such may be amended or promulgated from time to time.

Section 4. This resolution shall take effect immediately upon its adoption and apply to all Orange County Power Authority public meetings of its legislative bodies including those held during the state of emergency since the passage of and governed by AB 361.

**PASSED AND ADOPTED** at a meeting of the Orange County Power Authority Board of Directors held on February 8, 2022.

  
Secretary



**MINUTES  
REGULAR MEETING  
BOARD OF DIRECTORS  
ORANGE COUNTY POWER AUTHORITY  
Tuesday, October 25, 2022**

**1. CALL TO ORDER**

Chair Carroll called to order the Regular Meeting of the Orange County Power Authority Board of Directors at 10:07 a.m. on Tuesday, October 25, 2022.

The meeting was conducted using teleconference and electronic means in accordance with Government Code Section 54953(e). There was no location for in-person attendance. Due to the nature of the teleconference, all votes were cast via roll call. In an effort to protect public health, members of the public were able to provide live comments on agenda items using Zoom.

**2. PLEDGE OF ALLEGIANCE**

Director Sonne led the Pledge of Allegiance.

**3. ROLL CALL**

Present:	Director Donald P. Wagner	County of Orange
	Director Susan Sonne	City of Buena Park
	Director Farrah N. Khan	City of Irvine
	Director Dan Kalmick	City of Huntington Beach
	Vice Chair Fred Jung	City of Fullerton
	Chair Mike Carroll	City of Irvine

Absent: None

**4. CLOSED SESSION**

The following spoke on Closed Session items prior to the Board adjourning to Closed Session:

Doug Elliott and Branda Lin

Recess to Closed Session

At 10:17 a.m. and after learning there were no additional hands raised for public comment, Chair Carroll announced the Board was recessing to closed session. The following Board Members were present: Carroll, Sonne, Jung, Wagner, Kalmick, and Khan. Also present were CEO Probolsky, CFO Law, and Board Counsel Baron.

**1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Pursuant to Government Code Section 54956.9(d)(2): Significant exposure to litigation  
One (1) potential case

**2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957(b)(1)

**3. PUBLIC EMPLOYEE APPOINTMENT**

Pursuant to Government Code Section 54957(b)(1)

Title: Acting Chief Executive Officer

Reconvene

At 12:38 p.m., the Regular Meeting of the Orange County Power Authority reconvened with the following present: Directors Carroll, Sonne, Jung, Wagner, Kalmick, and Khan.

General Counsel Baron announced the Board’s actions as follows:

Item 4.1 Conference with Legal Counsel Anticipated Litigation, no reportable action.

Item 4.2 Public Employee Discipline/Dismissal/Release, the Board by unanimous vote requested to schedule a performance evaluation for the CEO on Monday, November 7, 2022, at 10:30 a.m. at a special meeting.

Item 4.3 Public Employee Appointment, the board voted unanimously to remove this item from the Closed Session Agenda.

**5. PUBLIC COMMENTS ON AGENDA ITEMS**

The following spoke in public comments regarding October 25, 2022, agenda items:

Doug Elliot  
Ayn Craciun  
Harvey Liss

**6. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

The following commented on non-agenda matters, but within the jurisdiction of the Board:

Walter Nobrega

**7. DIRECTOR ANNOUNCEMENTS**

Director Khan thanked the OCPA staff for their participation and booth at the Irvine Global Village Festival.

**8. STAFF REPORT – None.**

## 9. CONSENT CALENDAR

Director Khan pulled Consent Calendar Item 9.4: Net Energy Metering Program Design.

### **ACTION**

Chair Carroll made a motion, seconded by Director Khan, and unanimously carried to approve consent calendar items 9.1 through 9.3 and 9.5 through 9.7.

### **1. FINDINGS NECESSARY FOR REMOTE PARTICIPATION IN PUBLIC MEETINGS**

**Recommended Action:** Declare that the findings made in Resolution No. 2022-02, “Resolution of the Orange County Board of Directors Making Findings Necessary for Remote Participation in Public Meetings” remain valid and applicable, so as to allow remote participation in public meetings for the next 30 days.

### **2. MINUTES FOR THE REGULAR BOARD MEETING OF SEPTEMBER 6, 2022**

**Recommended Action:** Approve as submitted

### **3. TREASURER’S REPORT – FISCAL YEAR ENDED JULY 31, 2022**

**Recommended Action:** Receive and file

### **4. NET ENERGY METERING PROGRAM DESIGN**

#### **ACTION**

Director Khan made the motion, seconded by Chair Carroll, and unanimously carried to adopt Policy No. 013 Orange County Power Authority’s Net Energy Metering Program Policy.

### **5. SOCIAL MEDIA POLICY**

**Recommended Action:** Adopt Policy No. 014 Orange County Power Authority’s Social Media Policy.

### **6. AUTHORIZE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE ONGOING AGREEMENTS FOR CONTINUING OCCUPANCY OF OFFICE SPACE WITH INDUSTRIOUS SUCH THAT NO INDIVIDUAL TERM EXCEEDS TWELVE MONTHS AND \$208,000**

**Recommended Action:** Authorize Chief Executive Officer to negotiate and execute ongoing agreements for continuing occupancy of office space with Industrious such that no individual term exceeds twelve months and \$208,000.

## 7. CUSTOMER MARKETING AND PUBLIC INFORMATION RECAP

**Recommended Action:** Receive and file

## 10. REGULAR CALENDAR

### 1. APPROVAL OF SECOND AMENDMENT TO OCPA JOINT POWERS AGREEMENT

#### **ACTION**

Director Khan made a motion, seconded by Chair Carroll, and unanimously carried to approve Second Amendment to OCPA Joint Powers Agreement.

### 2. RESOLUTION APPROVING OCPA's 2022 INTEGRATED RESOURCE PLAN

#### **ACTION**

**Director Kalmick made a motion, seconded by Director to:**

Adopt Resolution No. 2022-05 approving OCPA's 2022 Integrated Resource Plan and authorize the Chief Executive Officer to make any necessary changes to ensure compliance with California Public Utilities Commission's requirements and guidance for submission by November 1, 2022.

The motion carried by the following vote:

Ayes: Chair Carroll, Director Kalmick, Director Khan, Director Sonne, Director Wagner  
Noes: None  
Absent: Vice Chair Jung

### 3. REAFFIRM OCPA RATE DESIGN AND CONTINUE TO MAINTAIN RATE PARITY WITH SCE FOR OCPA BASIC CHOICE CUSTOMERS

#### **ACTION**

**Director Khan made a motion, seconded by Chair Carroll and carried unanimously to:**

1. Reaffirm OCPA rate design adopted January 11, 2022, such that OCPA's Basic Choice rates are set at parity to Southern California Edison rates, Smart Choice rates are set at 1.0 cent per kWh greater than Basic Choice rates, and 100% Renewable Choice rates are set at 1.5 cents per kWh greater than Basic Choice rates; and
2. To approve rate parity changes set forth in Attachments A and B, effective October 1, 2022.

## 11. ADJOURNMENT

At 1:29 p.m. Chair Carroll adjourned the October 25, 2022, Regular Meeting of the OCPA Board of Directors.



Submitted by:

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**Brian S. Probolsky, Authority Secretary**

DRAFT



**MINUTES  
SPECIAL MEETING  
BOARD OF DIRECTORS  
ORANGE COUNTY POWER AUTHORITY  
Monday, November 7, 2022**

**1. CALL TO ORDER**

Chair Carroll called to order the Special Meeting of the Orange County Power Authority Board of Directors at 10:36 a.m. on Monday, November 7, 2022.

The meeting was conducted using teleconference and electronic means in accordance with Government Code Section 54953(e). There was no location for in-person attendance. Due to the nature of the teleconference, all votes were cast via roll call. In an effort to protect public health, members of the public were able to provide live comments on agenda items using Zoom.

**2. ROLL CALL**

Present:	Director Farrah N. Khan	City of Irvine
	Director Dan Kalmick	City of Huntington Beach
	Director Susan Sonne	City of Buena Park
	Vice Chair Fred Jung	City of Fullerton
	Chair Mike Carroll	City of Irvine
	Director Donald P. Wagner	County of Orange (Arrived at 10:45 a.m.)

**3. PLEDGE OF ALLEGIANCE**

Director Kalmick led the Pledge of Allegiance.

**4. CLOSED SESSION**

The following spoke on Closed Session item prior to the Board adjourning to Closed Session:

Sylvia Walker and Jeremy Figueroa

Recess to Closed Session

At 10:44 a.m. and after learning there were no additional hands raised for public comment, Chair Carroll announced the Board was recessing to closed session. The following Board Members were present: Carroll, Sonne, Jung, Wagner, Kalmick, and Khan. Also present were CEO Probolsky, CFO Law, and Board Counsel Baron.

**1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Chief Executive Officer  
Authority: Government Code § 54957(b)(1)

Reconvene

At 12:22 p.m., the Regular Meeting of the Orange County Power Authority reconvened with the following present: Directors Carroll, Sonne, Jung, Wagner, Kalmick, and Khan.

General Counsel Baron reported that the Board will be giving the Chief Executive Officer measurable objectives and directives for the Agency.

**5. ADJOURNMENT**

At 12:24 p.m. Chair Carroll adjourned the November 7, 2022, Special Meeting of the OCPA Board of Directors.

Submitted by:

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**Brian S. Probolsky, Authority Secretary**

**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 8.4**

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To: Orange County Power Authority Board of Directors

From: Tiffany Law, Chief Financial Officer

Subject: TREASURER’S REPORT – FISCAL YEAR ENDED AUGUST 31, 2022

Date: December 13, 2022

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**RECOMMENDATION**

Receive and file the Treasurer’s Report ending August 31, 2022.

**BACKGROUND**

The Treasurer’s Report is the financial statement of the Orange County Power Authority and should be presented to the governing body periodically. The report is created in accordance with accounting principles generally accepted in the United States of America. The Treasurer’s Report comprises the statement of net position and the related statement of revenues, expenses, and changes in net position, and the statement of cash flows for the period ending August 31, 2022.

**FISCAL IMPACT**

There is no financial impact from approving the report.

**ATTACHMENT**

Treasurer’s Report ending August 31, 2022



## ACCOUNTANTS' COMPILATION REPORT

Management  
Orange County Power Authority

Management is responsible for the accompanying financial statements of Orange County Power Authority (a California Joint Powers Authority) which comprise the statement of net position as of August 31, 2022, and the related statement of revenues, expenses, and changes in net position, and the statement of cash flows for the period then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, conclusion, nor provide any assurance on these financial statements.

Management has elected to omit substantially all of the note disclosures required by accounting principles generally accepted in the United States of America in these interim financial statements. Orange County Power Authority's annual audited financial statements include the note disclosures omitted from these interim statements. If the omitted disclosures were included in these financial statements, they might influence the user's conclusions about the Authority's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the Authority because we performed certain accounting services that impaired our independence.

*Maher Accountancy*

San Rafael, CA  
October 24, 2022

**ORANGE COUNTY POWER AUTHORITY**  
**STATEMENT OF NET POSITION**  
**As of August 31, 2022**

**ASSETS**

Current assets

Cash	\$	9,613,024
Restricted cash		6,000,000
Investments		147,661
Accounts receivable, net of allowance		15,794,048
Accrued revenue		15,093,445
Other receivables		2,552,970
Prepaid expenses		4,039,512
Deposits		223,972
Total current assets		53,464,632

**LIABILITIES**

Current liabilities

Accrued cost of energy		39,406,314
Accounts payable		292,368
Other accrued liabilities		397,028
User taxes and energy surcharges due to other governments		836,940
Accrued interest and financing costs		27,592
Total current liabilities		40,960,242

Noncurrent liabilities

Note payable		8,050,000
Loan payable		7,652,380
Accrued interest and financing costs		107,470
Total noncurrent liabilities		15,809,850
Total liabilities		56,770,092

**NET POSITION**

Unrestricted (deficit)		(3,305,460)
Total net position	\$	(3,305,460)

**ORANGE COUNTY POWER AUTHORITY  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION  
Two Months Ended August 31, 2022**

**OPERATING REVENUES**

Electricity sales, net	\$ 44,290,767
------------------------	---------------

**OPERATING EXPENSES**

Cost of energy	47,264,146
Contract services	654,328
Staff compensation	244,006
General and administration	83,469
Total operating expenses	<u>48,245,949</u>
Operating income (loss)	<u>(3,955,182)</u>

**NONOPERATING REVENUES (EXPENSES)**

Investment income	74
Interest and financing expense	(60,054)
Nonoperating revenues (expenses), net	<u>(59,980)</u>

**CHANGE IN NET POSITION**

	(4,015,162)
Net position at beginning of period	709,702
Net position at end of period	<u>\$ (3,305,460)</u>

**ORANGE COUNTY POWER AUTHORITY**  
**STATEMENT OF CASH FLOWS**  
**Two Months Ended August 31, 2022**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from customers	\$ 38,356,013
Receipts from market settlements	4,112,272
Payments to suppliers for electricity	(39,426,384)
Payments for goods and services	(922,775)
Payments to employees for services	(250,850)
Payments of taxes and energy surcharges to other governments	(699,113)
Net cash used by operating activities	1,169,163

**CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES**

Proceeds from note payable	7,800,000
Principal payments on note payable	(7,400,000)
Interest and related expense payments	(48,546)
Net cash provided by non-capital financing activities	351,454

Net change in cash	1,520,617
Cash at beginning of period	14,092,407
Cash at end of period	\$ 15,613,024

**Reconciliation to the Statement of Net Position**

Cash (unrestricted)	\$ 9,613,024
Restricted cash	6,000,000
Cash	\$ 15,613,024



**ORANGE COUNTY POWER AUTHORITY**  
**STATEMENT OF CASH FLOWS (continued)**  
**Two Months Ended August 31, 2022**

**RECONCILIATION OF OPERATING LOSS TO NET  
CASH USED BY OPERATING ACTIVITIES**

Operating income (loss)	\$ (3,955,182)
Adjustments to reconcile operating loss to net cash used by operating activities	
Revenue adjusted for allowance for uncollectible accounts	560,643
(Increase) decrease in:	
Accounts receivable	(5,353,372)
Other receivables	(680,054)
Accrued revenue	(2,083,293)
Prepaid expenses	1,764,388
Deposits	604
Increase (decrease) in:	
Accrued cost of electricity	10,805,147
Accounts payable	(291,383)
Other accrued liabilities	159,509
User taxes and energy surcharges due to other governments	242,156
Net cash used by operating activities	<u>\$ 1,169,163</u>



## ACCOUNTANTS' COMPILATION REPORT

Board of Directors  
Orange County Power Authority

Management is responsible for the accompanying special purpose statement of Orange County Power Authority (OCPA), a California Joint Powers Authority, which comprise the budgetary comparison schedule for the period ended August 31, 2022, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying statement nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any assurance on this special purpose budgetary comparison statement.

The special purpose statement is prepared in accordance with the budgetary basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. This report is intended for the information of the Board of Directors of OCPA.

Management has elected to omit substantially all of the note disclosures required by accounting principles generally accepted in the United States of America in these interim financial statements. OCPA's annual audited financial statements include the note disclosures omitted from these interim statements. If the omitted disclosures were included in these financial statements, they might influence the user's conclusions about the Authority's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to OCPA because we performed certain accounting services that impaired our independence.

*Maher Accountancy*

San Rafael, CA  
October 24, 2022

**ORANGE COUNTY POWER AUTHORITY**  
**BUDGETARY COMPARISON REPORT**  
**Two Months Ended August 31, 2022**

	YTD Actual	YTD Budget	YTD Budget Variance (under) Over	YTD Actual as a Percent of Budget	Annual Budget	Annual Budget Remaining
<b>OPERATING REVENUES</b>						
Electricity Sales, net	\$ 44,290,767	\$ 52,148,947	\$ (7,858,180)	84.9%	\$ 301,750,000	\$ (257,459,233)
<b>OPERATING EXPENSES</b>						
Cost of Energy	47,264,146	51,330,934	(4,066,788)	92.1%	285,342,000	(238,077,854)
Data Manager	-	-	-		1,839,000	(1,839,000)
Utilities Service Fees	162,471	63,271	99,200	256.8%	532,000	(369,529)
Staffing Costs	244,004	584,231	(340,227)	41.8%	4,046,000	(3,801,996)
Contract Services	153,144	217,305	(64,161)	70.5%	1,302,000	(1,148,856)
Legal Services	130,279	96,667	33,612	134.8%	580,000	(449,721)
Marketing and Customer Enrollment	208,436	361,833	(153,397)	57.6%	1,597,000	(1,388,564)
Other G&A	76,535	246,931	(170,396)	31.0%	844,000	(767,465)
Energy Programs	6,934	86,411	(79,477)	8.0%	500,000	(493,066)
Total operating expenses	<u>48,245,949</u>	<u>52,987,583</u>	<u>(4,741,634)</u>		<u>296,582,000</u>	<u>(248,336,051)</u>
Operating income (loss)	<u>(3,955,182)</u>	<u>(838,636)</u>	<u>(3,116,546)</u>		<u>5,168,000</u>	<u>(9,123,182)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>						
Investment and miscellaneous income	74	-	74	N/A	1,000	(926)
Interest and financing expense	(60,054)	(49,778)	(10,276)	120.6%	(329,000)	268,946
Capital Outlay	-	-	-		(110,000)	110,000
Nonoperating revenues (expenses), net	<u>(59,980)</u>	<u>(49,778)</u>	<u>(10,202)</u>		<u>(438,000)</u>	<u>378,020</u>
<b>CHANGE IN NET POSITION</b>	<u>\$ (4,015,162)</u>	<u>\$ (888,414)</u>	<u>\$ (3,126,748)</u>		<u>\$ 4,730,000</u>	<u>\$ (8,745,162)</u>

**ORANGE COUNTY POWER AUTHORITY  
BUDGETARY COMPARISON REPORT  
Two Months Ended August 31, 2022**

Budget Item	Actual / Budget %	Comment
Electric Sales Revenue	84.9%	Year-to-date energy sales are lower than budget by approx. \$7.9mil. The preparation of the FY2022/23 budget required the use of outdated SCE 2019 dataset to calculate the load projections (Note: 2020 dataset was deemed unreliable due to the usage anomalies caused by global pandemic). Despite continued requests, SCE has been unable to generate a correct 2021 dataset for OCPA. Lower energy sales are primarily the result of the actual enrolled customer mix being weighted more heavily within the smallest commercial GS-1 category than expected. Additionally, the actual load consumption from our industrial TOU-8 customers has been lower than the forecast derived from SCE's 2019 historical dataset. The change in customer usage patterns since the 2019 period resulted in actual revenues being lower than projected. Staff will update projections and related financial impacts utilizing actual enrollment data in FY2022/23 Mid-Year Budget Update.
Cost of Energy	92.1%	In addition to the lower-than-expected energy sales volume consumed by customers and fluctuating market prices, the variance is primarily due to the timing difference between projected and actual delivery of Renewable Energy Certificates (RECs) for approximately \$6.9mil. Removing this timing factor, cost of energy is below budget by approx. \$11mil or 21.4% which is consistent to previous month.
Service Fees - SCE	256.8%	Actual costs exceeded budget due to timing that the Phase 2 mass enrollment fee of \$129k for residential customers was being budgeted in the enrollment month of October 2022 instead of July 2022, partially offset by the new project management fees of \$54k which was incurred in June 2022.
Personnel	41.8%	Staffing expenses are under budget due to the timing delay of new hires.
Professional Services	70.5%	This category includes accounting, rates and financial & planning analysis, portfolio management, scheduling coordinator, HR and board clerk, and other consultants.
Legal Costs	134.8%	This category includes outside legal costs for general counsel, energy procurement transactional support, labor, clerk support, regulatory, and RA appeal services. Actual costs exceeded budget due to the ad-hoc labor related investigation costs and high volume of regulatory and compliance filing services.
Marketing and customer enrollment	57.6%	This category includes customer noticing, advertising and other customer communications.
Other General & Administrative	31.0%	This category includes occupancy costs, industry membership dues, general business insurance, and other general and administrative costs.
Interest and financing expenses	120.6%	This category includes interest and fees related to debt. Variance predominately due to the timing of loan draws and letters of credit posted for collateral for energy supply.

ORANGE COUNTY POWER AUTHORITY  
 SCHEDULE OF OUTSTANDING DEBT  
 As of August 31, 2022

**CITY OF IRVINE**

On January 2021, OCPA borrowed \$2,500,000 from the City of Irvine for working capital costs associated with OCPA's pre-launch. On September 2021, OCPA borrowed \$5,000,000 from the City of Irvine for cash collateral in the credit facility associated with OCPA's launch. The loan repayment date for the above is January 1, 2027. Interest is due on the loan in an amount based on the gross earnings for the respective quarter as reported in the City Treasurer's pooled investment portfolio report.

Also included as a loan payable are formation related costs - \$152,380 paid directly from the City to the vendors. OCPA will reimburse the City no later than January 1, 2027. Interest does not accrue on the formation costs advanced by the City.

<b>Principal</b>	<b>Maturity</b>	<b>Interest Rate</b>	<b>Payments</b>	<b>Outstanding Principal</b>
\$ 152,380	January 2027	0.00%	\$ -	\$ 152,380
		Variable - City Treasurer's report		
\$ 7,500,000	January 2027		\$ -	\$ 7,500,000

**MUFG UNION BANK, N.A. CREDIT FACILITY**

On September 2021, OCPA and MUFG Union Bank, N.A. entered into a Revolving Credit Agreement for a \$35 million credit facility OCPA has borrowed \$8,050,000 as of August 31, 2022, of which \$1,000,000 was used as a reserve for the lockbox account.

MUFG, N.A. has also issued a \$2,611,947.50 Letter of Credit to Pacific Gas & Electric; a \$1,600,000.00 Letter of Credit to Southern California Edison Company and a \$203,000 Letter of Credit to California ISO. This leaves an unused credit balance of \$22,535,053.

<b>Credit Facility</b>	<b>Letter of Credit</b>	<b>Borrowing</b>	<b>Unused Credit</b>
\$ 35,000,000	\$ 4,414,948	\$ 8,050,000	\$ 22,535,053

**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 8.5**

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To: Orange County Power Authority Board of Directors

From: Community Advisory Committee

Subject: COMMUNITY ADVISORY COMMITTEE UPDATE

Date: December 13, 2022

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**RECOMMENDED ACTION**

Receive and File.

**BACKGROUND**

The Fiscal Year 2022/23 Budget approved on June 29, 2022 contained \$500,000 allocated to energy programs. Orange County Power Authority (OCPA) solicited feedback from the Community Advisory Committee (CAC) and public on multiple occasions for the best use of these funds.

At the August 31, 2022 CAC meeting The Energy Coalition (TEC) presented on a number of programs that Community Choice Aggregators (CCA) across the state have offered in the past. These programs included residential, commercial, transportation, community grants, municipal, and workforce development programs.

On September 27, 2022 the CAC held a Special Meeting to continue discussions regarding the \$500,000 budgeted for energy programs. TEC provided a presentation and overview on five (5) different programs and their associated benefits, costs, and number of customers potentially served.

At the November 9, 2022 meeting the CAC discussed potential energy programs for OCPA to develop and implement. The CAC voted to recommend that the \$500,000 be used on the two programs being presented today by OCPA Staff.

It was also announced at the meeting that Chairman Jose Trinidad Castaneda would be stepping down from the CAC due to his election to the Buena Park City Council. The CAC will elect a new Chairman at the January 2023 meeting.

**FISCAL IMPACT**

None

**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 8.6**

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To: Orange County Power Authority Board of Directors

From: Brian Probolsky, Chief Executive Officer  
Steven Halligan, Management Analyst

Subject: ENERGY EFFICIENCY PROGRAM UPDATE

Date: December 13, 2022

---

**RECOMMENDED ACTION**

Receive and file.

**BACKGROUND**

On June 29, 2022 the Orange County Power Authority (OCPA) Board approved the Fiscal Year 2022-23 budget. This budget includes \$500,000 for the development of Energy Programs.

OCPA Staff solicited feedback from the Community Advisory Committee (CAC) and public at multiple meetings to help determine the best use for the Energy Program funds. At the August 31, 2022 CAC meeting, The Energy Coalition (TEC) presented a wide range of Community Choice Aggregator (CCA) Energy Programs. These programs range in cost, benefits, implementation time, and funding source. The CAC members and public commented on programs that they thought would be most beneficial to their communities and requested additional information on approximately six (6) programs.

On September 27, TEC presented additional information on the various programs to the CAC. The information on the programs included potential costs; implementation time; number of customers served; and benefits to the community, OCPA, and the environment. Feedback was received from both the CAC members and the public on the programs that had the greatest impact on benefiting the community.

At the November 9 CAC meeting, the CAC made a recommendation to Staff and the OCPA Board that OCPA use the \$500,000 on two programs. The first program recommended, which would be allocated \$400,000, is a residential home energy program that includes financial assistance in obtaining smart home devices and home energy meters. It is estimated that this program will be available to over 7,000 OCPA customers. Exact items available, incentive amounts, and other criteria are currently being researched by Staff. If it is determined that a contractor will be hired to assist with the acquisition and distribution of products or rebates and the contract amount exceeds Staff authority, the contract will be brought to the Board.

The second program recommended, which would be allocated \$100,000, provides grants to non-profits, schools, and teachers for the creation of programming which promotes and educates the public and students on the benefits of Renewable Energy and OCPA. Exact eligibility criteria is currently being developed. It is estimated that five to ten grants will be awarded. The grants will be required to show measurable results. Grant criteria and details will be brought before the Board after being developed.

## **FISCAL IMPACT**

None



**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 8.7**

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To: Orange County Power Authority Board of Directors

From: Tiffany Law, Chief Financial Officer

Subject: APPROVE AMENDMENT NO. 3 TO PROFESSIONAL SERVICES  
AGREEMENT WITH MAHER ACCOUNTANCY

Date: December 13, 2022

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**RECOMMENDED ACTION**

Approve Amendment No. 3 to the Professional Services Agreement (“Third Amendment”) between OCPA and Maher Accountancy (“Maher”) to add a new not-to-exceed amount of \$231,000 for the accounting and annual audit assistance services from January 1, 2023 through December 31, 2023.

**BACKGROUND**

On December 22, 2020, OCPA entered into a Professional Services Agreement (“Agreement”) with Maher to provide accounting and annual audit assistance services to OCPA.

On September 30, 2021, OCPA entered into a First Amendment (“First Amendment”) to the Agreement with Maher which expires on December 31, 2021.

On December 14, 2021, OCPA entered into a Second Amendment (“Second Amendment”) to the Agreement with Maher which expires on December 31, 2022.

**ANALYSIS AND DISCUSSION**

Maher services strengthen OCPA’s internal controls, have less fiscal impact than hiring in-house staff, and provide institutional knowledge based on years of experience with other Community Choice Aggregators. They currently work with over 10 CCAs throughout California across all major Investor-Owned Utility territories. Maher will continue to provide general accounting, budget tracking, invoice processing, employee payroll and benefits, accrual accounting, and various analytical services to OCPA for a fixed monthly fee. Additionally, Maher will assist with coordination of Pisenti & Brinker for the annual audit and audited report preparation. Maher Accountancy has successfully directed OCPA through two financial audits with clean auditor opinions.

This Third Amendment represents an increase in fees from the Second Amendment due to a volumetric increase in accounting services after the commercial phase launch in April 2022 and the residential phase launch in October 2022.

## **FISCAL IMPACT**

The proposed Third Amendment is for an average monthly retainer of \$18,000 and a one-time annual audit assistance fee of \$15,000 in CY 2023, which would increase contract services costs for the current fiscal year 2022/23 by \$19,800. Staff will reflect such increase during mid-year budget update in Spring 2023.

## **ATTACHMENT**

Amendment No. 3 to the Professional Services Agreement with Maher Accountancy

## **THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN ORANGE COUNTY POWER AUTHORITY AND MAHER ACCOUNTANCY**

THIS THIRD AMENDMENT (“**Third Amendment**”) is entered into effective as of December 13, 2022 (“**Amendment Effective Date**”), by and between the ORANGE COUNTY POWER AUTHORITY, a California joint powers authority (“**Authority**”) and MAHER ACCOUNTANCY, a California corporation (“**Consultant**”). Authority and Consultant are sometimes individually referred to herein as the “**Party**” and collectively as the “**Parties.**”

### **RECITALS**

A. The Parties entered into that certain Professional Services Agreement between Orange County Power Authority and Maher Accountancy dated December 22, 2020 (“**Agreement**”), and a First Amendment to the Agreement dated September 30, 2021, and a Second Amendment dated December 14, 2021.

B. Pursuant to the Agreement, Consultant provides Community Choice Aggregation implementation and development services to Authority, specifically accounting services.

C. The Parties desire to execute this Second Amendment to increase and clarify the compensation payable to Consultant for its services and for other purposes as set forth below.

### **AGREEMENT**

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, the Parties agree to the following terms and conditions:

1. Amendment 1 to the Agreement. The Parties hereby agree to amend the Agreement as follows:
  - a. Section 1.2. Section 1.2 of the Agreement is amended to extend the term of the agreement from December 31, 2022 to December 31, 2023.
  - b. Section 3.1. Section 3.1 of the Agreement is amended to insert a new not-to-exceed amount payable by the Authority to Consultant for Consultant’s services of Two Hundred Thirty-One Thousand Dollars (\$231,000).
  - c. Exhibit B. Exhibit B of the Agreement is replaced in its entirety by the revised Exhibit B, attached hereto.
2. Capitalized Terms. Any capitalized terms not defined herein shall have the meanings set forth in the Agreement.
3. Counterparts. This Amendment may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument.

4. Full Force. Except as expressly set forth herein, the Agreement shall remain unmodified and in full force and effect.

**IN WITNESS WHEREOF**, the Parties have executed this Third Amendment to the Professional Services Agreement between Orange County Power Authority and Maher Accountancy as of the date first set forth above.

**ORANGE COUNTY POWER  
AUTHORITY**

**MAHER ACCOUNTANCY**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel

**EXHIBIT B**

**COMPENSATION (REVISED)**

Maher Accountancy Service Fees:

- Monthly Service Fee - \$18,000/month
- One-time audit assistance (Fiscal Year 2022/23 Audit Period) - \$15,000

Total Not-to-Exceed **\$231,000**

Payment transaction fees charged by the accounts payable processing software are to be borne by OCPA at cost. Maher Accountancy will request reimbursement for these fees without any markup, and these expenses are not to be applied against the Not-to-Exceed amount.

**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 9.1**

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To: Orange County Power Authority Board of Directors

From: Tiffany Law, Chief Financial Officer

Subject: ADOPT THE FINANCIAL AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2022 AND PERIOD ENDED JUNE 30, 2021 FROM PISENTI & BRINKER, LLP

Date: December 13, 2022

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**RECOMMENDED ACTION**

Adopt OCPA the Year-End Financial Statements and Independent Auditor’s Report for the fiscal year ended June 30, 2022 and period ended June 30, 2021 from Pisenti & Brinker, LLP.

**BACKGROUND**

The financial records and accounts of Orange County Power Authority (“OCPA”) are required to be audited annually by an independent certified public accountant within six months of the fiscal year end.

The attached report is the audit performed by the independent auditor, Pisenti & Brinker, LLP (“P&B”). P&B is a CPA firm with extensive experience auditing CCA’s throughout California, as well as other local government entities.

On November 8, 2022, the ad-hoc Budget & Finance Committee (“Committee”) received a presentation from P&B discussing the status of the audit for the fiscal year ended June 30, 2022.

**DISCUSSION**

Pisenti & Brinker issued a clean audit opinion on material accuracy of financial statements, and they did not identify material weakness in internal control. OCPA staff have identified the following highlights from the report:

- The audit was conducted in compliance with generally accepted auditing standards (GAAS).
- OCPA’s financial statements are in compliance with generally accepted accounting principles (GAAP).
- There are no recommendations for changes to the financials, as presented by staff.
- OCPA is financially strong, as demonstrated by the financial statements and validated by the Independent Auditor’s report.

- OCPA is operating appropriately and transparently as discussed in the Required Board Communications conclusion.

## **ATTACHMENTS**

1. P&B Report to the Board December 13, 2022
2. Orange County Power Authority's Audited Financial Statements for the Fiscal Year Ended June 30, 2022 and Period Ended June 30, 2021 with Report of Independent Auditors

# Orange County Power Authority

*For the year ended June 30, 2022*

*Report to the Board of Directors*





To the Board of Directors  
Orange County Power Authority  
PO Box 54283  
Irvine, California 92619

We are pleased to present this report related to our audit of the financial statements of Orange County Power Authority ("OCPA") as of and for the year ended June 30, 2022. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for OCPA's financial reporting process.

This report is intended solely for the information and use of the Audit Committee, Board of Directors and management of OCPA and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to Orange County Power Authority.

*Pisenti & Brinker LLP*

Santa Rosa, California  
November 28, 2022

cc: Tiffany Law

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## REQUIRED COMMUNICATIONS

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

### **Our Responsibilities With Regard to the Financial Statement Audit**

Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated September 4, 2021. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

### **Overview of the Planned Scope and Timing of the Financial Statement Audit**

We have issued a separate communication dated September 8, 2022 regarding the planned scope and timing of our audit and identified significant risks, if any.

### **Accounting Policies and Practices**

#### **Preferability of Accounting Policies and Practices**

Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

#### **Adoption of, or Change in, Accounting Policies**

Management has the ultimate responsibility for the appropriateness of the accounting policies used by OCPA. OCPA did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.

#### **Significant or Unusual Transactions**

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### **Management's Judgments and Accounting Estimates**

Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached Summary of Significant Accounting Estimates.

## REQUIRED COMMUNICATIONS

### Audit Adjustments and Uncorrected Misstatements

There were no audit adjustments made to the original trial balance presented to us to begin our audit.

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

### Departure From the Auditor's Standard Report

#### Reporting – Expected Other-Matter Paragraph

Accounting principles generally accepted in the United States of America and the Governmental Accounting Standards Board require that the management's discussion and analysis be presented to supplement the financial statements. We do not express an opinion or provide any assurance on the information. In light of this matter, we will include an other-matter paragraph in the auditor's report. This matter will not modify the opinion. Below is the paragraph included in the auditor's report:

#### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### Other Information in Documents Containing Audited Financial Statements

Our responsibility for other information in documents containing OCPA's audited financial statements is to read the information and consider whether its content or manner of its presentation is materially inconsistent with the financial information covered by our auditor's report or whether it contains a material misstatement of fact. We read OCPA's Board of Directors meeting packet materials. We did not identify material inconsistencies with the audited financial statements.

## REQUIRED COMMUNICATIONS

### Observations About the Audit Process

#### **Disagreements With Management**

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit or significant disclosures to be included in the financial statements

#### **Consultations With Other Accountants**

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

#### **Significant Issues Discussed With Management**

No significant issues arising from the audit were discussed or the subject of correspondence with management.

#### **Significant Difficulties Encountered in Performing the Audit**

We did not encounter any significant difficulties in dealing with management during the audit.

### Significant Written Communications Between Management and Our Firm

Copies of significant written communications between our firm and the management of OCPA, are attached as Exhibit A.

## SIGNIFICANT ACCOUNTING ESTIMATES

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events, and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates. The following summarizes the significant accounting estimates reflected in OCPA's June 30, 2022 financial statements.

### Significant Accounting Estimates

#### Accrued Revenue

<b>Accounting policy/ Management's estimation process</b>	Management's estimate of accrued revenue includes historical trends and anticipated energy usage.
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<b>Basis for our conclusion on the reasonableness of the estimate</b>	We tested management's estimate analytically and determined management's estimate to be reasonable in relation to the financial statements taken as a whole.
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#### Cost of Electricity

<b>Accounting policy/ Management's estimation process</b>	Management's estimate of accrued cost of electricity includes historical trends and anticipated energy usage.
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<b>Basis for our conclusion on the reasonableness of the estimate</b>	We tested management's estimate through subsequent disbursements and analytical procedures and determined management's estimate to be reasonable in relation to the financial statements taken as a whole.
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#### Allowance for Uncollectible Accounts

<b>Accounting policy/ Management's estimation process</b>	Management's estimate of the allowance for uncollectible accounts includes historical collection trends and anticipated future collections.
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<b>Basis for our conclusion on the reasonableness of the estimate</b>	We evaluated the key factors and assumptions used to develop the estimate in determining that the allowance is reasonable in relation to the financial statements taken as a whole.
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**EXHIBIT A**

**Representation Letter**



NOVEMBER 28, 2022

PISENTI & BRINKER LLP  
3562 Round Barn Circle, Suite 200  
Santa Rosa, CA 95403

This representation letter is provided in connection with your audits of the basic financial statements of Orange County Power Authority (“OCPA”) as of and for the year and period ended June 30, 2022 and 2021, respectively, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, that as of November 28, 2022:

#### Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated April 27, 2022, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.

We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.

Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.



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P.O. Box 54283  
Irvine CA, 92619-4283





All events subsequent to the date of the financial statements, and for which U.S. GAAP requires adjustment or disclosure, have been adjusted or disclosed.

The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.

We have no direct or indirect legal or moral obligation for any debt of any organization, public or private, that is not disclosed in the financial statements.

We have complied with all aspects of laws, regulations and provisions of contracts and agreements that would have a material effect on the financial statements in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act because we have not received, expended or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.

We have no knowledge of any uncorrected misstatements in the financial statements.

#### Information Provided

We have provided you with:

- a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
- b. Additional information that you have requested from us for the purpose of the audits;
- c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence; and
- d. Minutes of the meetings of the governing board and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.

All transactions have been recorded in the accounting records and are reflected in the financial statements.

We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.

We have no knowledge of allegations of fraud or suspected fraud affecting the entity's financial statements involving:

- a. Management.
- b. Employees who have significant roles in internal control.
- c. Others where the fraud could have a material effect on the financial statements.



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We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements received in communications from employees, former employees, analysts, regulators, short sellers or others.

We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.

We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements, and we have not consulted legal counsel concerning litigation or claims.

We have disclosed to you the identity of the entity's related parties and all the related-party relationships and transactions of which we are aware.

We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect OCPA's ability to record, process, summarize and report financial data.

We are aware of no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

During the course of your audits, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

#### Required Supplementary Information

With respect to Management's Discussion and Analysis presented as required by the Governmental Accounting Standards Board to supplement the basic financial statements:

- a. We acknowledge our responsibility for the presentation of such required supplementary information.
- b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by U.S. GAAP.

#### Other Matters

With respect to other audits, examinations, and engagements currently being performed with respect to OCPA, we confirm that:

- a. We are not aware of any accusations of fraud with respect to this work.
- b. No fraud has been brought to our attention.
- c. No violations of laws or regulations have been brought to our attention.



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Orange County Power Authority

*Tiffany Law*

Tiffany Law  
Chief Financial Officer

*Brian Probolsky*

Brian Probolsky  
Chief Executive Officer

*Michael Maher*

Michael Maher  
Maher Accountancy



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**EXHIBIT B**

**Recent Accounting Pronouncements**

## RECENT ACCOUNTING PRONOUNCEMENTS

The following accounting pronouncements have been issued as of October 14, 2021 and may affect the future financial reporting by OCPA.

Pronouncement	Summary
<b>GASB Statement No. 87,</b> <i>Leases</i>	GASB Statement No. 87, <i>Leases</i> , is effective for fiscal years beginning July 1, 2021. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, thereby enhancing the relevance and consistency of information about the government's leasing activities.

**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 9.2**

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To: Orange County Power Authority Board of Directors

From: Brian Probolsky, Chief Executive Officer  
Tiffany Law, Chief Financial Officer  
Max Bernt, Strategic Analytics Partner, NewGen Strategies & Solutions

Subject: APPROVAL OF OCPA 2023 RATE DESIGN

Date: December 13, 2022

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**RECOMMENDED ACTION**

1. Approve the OCPA 2023 rate design, such that OCPA's Basic Choice rates are set at a 2% discount to Southern California Edison's (SCE) equivalent generation rates, Smart Choice rates are set at 1.0 cent per kWh greater than Basic Choice rates, and 100% Renewable Choice rates are set at 1.5 cents per kWh greater than Basic Choice rates.
2. Authorize staff to adjust OCPA rates as soon as practicable after the SCE January 2023 rate change and as necessary during 2023 to maintain OCPA 2023 rate design for all OCPA customers. Staff shall place a report on the agenda of the next regular board meeting detailing the adjustment and requesting that the board ratify the adjusted 2023 OCPA rates.

**BACKGROUND**

Consistent with general electric utility industry best practices, OCPA rates must provide the revenue needed to operate and sustain a viable utility enterprise. The proposed rate design is projected to yield revenues sufficient to cover OCPA's projected annual power supply, operating costs, debt service costs, and contribute to our Rate Stabilization Reserve fund.

On January 11 and October 25, 2022, the Board approved and reaffirmed the OCPA initial rate design setting Basic Choice rates at parity to SCE, Smart Choice rates at 1.0 cent per kWh greater than Basic Choice rates, and 100% Renewable Choice rates at 1.5 cents per kWh greater than Basic Choice rates.

**RATE DESIGN ANALYSIS AND DISCUSSION**

On November 15, 2022, SCE updated its 2023 Energy Resource Recovery Account (ERRA) forecast for electric generation rates and Power Charge Indifference Adjustment (PCIA) changes to be effective January 1, 2023, and were approved by the California Public Utilities Commission (CPUC) on December 1, 2022.

SCE's November ERRA forecast included significant increases of approximately 2.9 cents per kWh for their 2023 bundled customer electric generation rates. The PCIA is forecasted to be negative and reduced by approximately 0.5 cents per kWh for OCPA commercial customers and lowered by approximately 2 cents per kWh for OCPA residential customers. The significant increase in the SCE generation rates and dramatic decrease in the PCIA has put OCPA in a favorable competitive position for 2023.

Several factors led to an increase in SCE generation rates. SCE rates were set too low in 2021 and 2022, resulting in an under-collection. SCE increased rates in 2022 to recover \$777 million of under-collection and will still need to recover an additional \$970 million via their 2023 rate

increases. The primary driver for the decrease in the PCIA is the higher energy market forward prices in 2023, which flip the market cost of SCE's PCIA portfolio from a debit on the monthly bill to a monthly market credit.

It is worth noting that SCE's lowered PCIA and high generation rates are unlikely to persist beyond 2023 and are projected to return to the current level in 2024.

### **2023 RATE DESIGN PROPOSAL**

Despite the rising costs of energy due to outages at natural gas hubs and supply chain disruptions impact over the construction of solar and battery storage projects, the favorable competitive environment presents a unique opportunity for OCPA to make significant progress toward its near-term and long-term financial goals. The rate design proposal strengthens OCPA's competitive position and ensures our financial resilience through continuing energy market volatility.

Staff and OCPA's rates consultants from NewGen Strategies & Solutions (NewGen) have conducted a thorough analysis of the impact on OCPA's customer bills based on the proposed SCE's generation and PCIA rates for 2023. To strike an appropriate balance between core rate-setting principles of revenue sufficiency and cost competitiveness, staff and NewGen recommend changing the current OCPA initial rate design by providing our customers a 2% discount below SCE's generation rates for Basic Choice rates. Smart Choice and 100% Renewable choice rates would also drop proportionately by the Basic Choice discount and remain at 1.0 cents per kWh greater than Basic Choice rates and 1.5 cents per kWh greater than Basic Choice rates, respectively.

### **BILL COMPARISON**

The 2023 rate design proposal meets OCPA's updated revenue requirements for CY2023. The example comparisons below illustrate the bill differentials to SCE's projected January 2023 rate change in percentage and monthly dollar terms under the proposed OCPA 2023 rate design.

Due to the time required to calculate final rates and billing system implementation requirements, OCPA rates are anticipated to take effect in mid-January 2023. SCE rates will take effect on January 1, 2023. Bill comparisons are shown using rates in effect after OCPA rates have been implemented.

The proposed OCPA 2023 rate design will reduce the bill differentials for a typical residential bill from the initial OCPA rate design approved in January 2022 by approximately 0.8% for Basic Choice (reduced from 0% to -0.8%), 1.4% for Smart Choice (reduced from 3.7% to 2.3%), and 1.7% for 100% Renewable Choice (reduced from 5.6% to 3.9%).

<b>Basic Choice</b>				
<b>Charge Type</b>	<b>OCPA</b>	<b>SCE</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
Equivalent Generation Charge**	\$55.53	\$56.66	(\$1.13)	-2.0%
SCE Generation Surcharges	\$6.74	\$6.74	\$0.00	0.0%
SCE Delivery Costs	\$72.08	\$72.08	\$0.00	0.0%
<b>Total Bill</b>	<b>\$134.35</b>	<b>\$135.48</b>	<b>(\$1.13)</b>	<b>-0.8%</b>

<b>Smart Choice</b>				
<b>Charge Type</b>	<b>OCPA</b>	<b>SCE</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
Equivalent Generation Charge**	\$59.78	\$56.66	\$3.12	5.5%
SCE Generation Surcharges	\$6.74	\$6.74	\$0.00	0.0%
SCE Delivery Costs	\$72.08	\$72.08	\$0.00	0.0%
<b>Total Bill</b>	<b>\$138.60</b>	<b>\$135.48</b>	<b>\$3.12</b>	<b>2.3%</b>

<b>100% Renewable Energy Choice</b>				
<b>Charge Type</b>	<b>OCPA</b>	<b>SCE</b>	<b>Difference</b>	<b>Difference (%)</b>
Equivalent Generation Charge**	\$61.91	\$56.66	\$5.24	9.3%
SCE Generation Surcharges	\$6.74	\$6.74	\$0.00	0.0%
SCE Delivery Costs	\$72.08	\$72.08	\$0.00	0.0%
<b>Total Bill</b>	<b>\$140.72</b>	<b>\$135.48</b>	<b>\$5.24</b>	<b>3.9%</b>

\*\*SCE Equivalent Generation Charge calculated as SCE generation rate less generation surcharges applicable to OCPA customers.

The proposed OCPA 2023 rate design will reduce the bill differentials for a typical medium commercial bill from the initial OCPA rate design approved in January 2022 by approximately 0.9% for Basic Choice (reduced from 0% to -0.9%), 2.0% for Smart Choice (reduced from 4.8% to 2.8%), and 2.5% for 100% Renewable Choice (reduced from 7.2% to 4.7%).

<b>Basic Choice</b>				
<b>Charge Type</b>	<b>OCPA</b>	<b>SCE</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
Equivalent Generation Charge**	\$10,620.58	\$10,837.33	(\$216.75)	-2.0%
SCE Generation Surcharges	(\$417.26)	(\$417.26)	\$0.00	0.0%
SCE Delivery Costs	\$13,644.00	\$13,644.00	\$0.00	0.0%
<b>Total Bill</b>	<b>\$23,847.32</b>	<b>\$24,064.07</b>	<b>(\$216.75)</b>	<b>-0.9%</b>

<b>Smart Choice</b>				
<b>Charge Type</b>	<b>OCPA</b>	<b>SCE</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
Equivalent Generation Charge**	\$11,520.58	\$10,837.33	\$683.25	6.3%
SCE Generation Surcharges	(\$417.26)	(\$417.26)	\$0.00	0.0%
SCE Delivery Costs	\$13,644.00	\$13,644.00	\$0.00	0.0%
<b>Total Bill</b>	<b>\$24,747.32</b>	<b>\$24,064.07</b>	<b>\$683.25</b>	<b>2.8%</b>

<b>100% Renewable Energy Choice</b>				
<b>Charge Type</b>	<b>OCPA</b>	<b>SCE</b>	<b>Difference</b>	<b>Difference (%)</b>
Equivalent Generation Charge**	\$11,970.58	\$10,837.33	\$1,133.25	10.5%
SCE Generation Surcharges	(\$417.26)	(\$417.26)	\$0.00	0.0%
SCE Delivery Costs	\$13,644.00	\$13,644.00	\$0.00	0.0%
<b>Total Bill</b>	<b>\$25,197.32</b>	<b>\$24,064.07</b>	<b>\$1,133.25</b>	<b>4.7%</b>

\*\*SCE Equivalent Generation Charge calculated as SCE generation rate less generation surcharges applicable to OCPA customers.

### **RATE STABILIZATION RESERVES, LIQUIDITY, AND CREDIT RATING GOAL**

The proposed 2023 rates include contributions to OCPA's Rate Stabilization Reserves in CY2023, which will accelerate progress toward liquidity targets positioned to secure an investment-grade credit rating in 2025 (three years after the OCPA service launch in April 2022).

A credit rating is an opinion published by an independent rating agency (e.g., S&P and Moody's) that assesses the likelihood an entity will repay its debts. Entities with an investment-grade credit rating are considered the best credit risks and can attract financing at the lowest cost and from the



greatest number of lenders and investors. Achieving an investment-grade credit rating will be an important goal for OCPA yielding multiple benefits:

- Increases energy supplier participation in OCPA's short-term solicitations for renewable and conventional energy and Resource Adequacy, increasing competition and potentially reducing costs.
- Reduces or eliminates certain collateral posting obligations, freeing up cash and credit facility to ensure sufficient credit is available on the revolving line for future energy transactions. As of today, due to the lack of an investment-grade credit rating, OCPA has collateral security obligations (by cash and the issuance of letters of credit) of approximately \$10.6 million.
- Increases the number and quality of financial institutions willing to finance OCPA's long-term renewable and energy storage projects, thus reducing costs for developers, increasing the probability of project pursuit, and allowing them to provide OCPA with a wider variety of lower-cost projects from which to choose.
- Enhances OCPA's reputation as a stable, financially sound leader in the energy industry, leading to greater trust and influence in the state legislative and regulatory arenas.

According to Moody's rating methodology for financial strength and liquidity, an 'A' rated municipal utility would have over 90 days of operating costs for liquidity or about \$80 million for OCPA. Based on the proposed OCPA 2023 rate design, the projected rate stabilization reserves will be accumulated at \$53.2 million by December 31, 2023.

### **CUSTOMER OUTREACH AND COMMUNICATIONS**

Upon Board approval of the proposed 2023 rate design, the final 2023 OCPA rates will be published and communicated on customer bills, OCPA's website, and in the annual Joint Rate Comparison mailer that will be sent to all customers in Spring 2023. In terms of messaging, staff will continue to emphasize OCPA's overall value proposition, including our customers' positive impact on the environment, rate competitiveness, commitment to supporting vulnerable communities and customers, investments in reliability, and the narrowing premium for Smart Choice and 100% Renewable Choice rates.

### **FISCAL IMPACT**

Adopting the recommended 2023 rate design will increase OCPA's projected reserves by approximately \$19.5 million for FY2022/23.

Staff will update OCPA's January 2023 rates after SCE releases the final January 2023 rates at the end of December 2022. Staff will also update market forward projections to reflect the volatile energy market conditions in the OCPA FY2022/23 Mid-Year Budget Update, due for Board approval in Spring 2023.

### **ATTACHMENT**

None

**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 9.3**

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To: Orange County Power Authority Board of Directors

From: Brian Probolsky, Chief Executive Officer

Subject: APPROVAL OF THE ORANGE COUNTY POWER AUTHORITY ORGANIZATIONAL STRUCTURE, JOB DESCRIPTIONS, SALARY SCHEDULE AND STAFFING PLAN

Date: December 13, 2022

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**RECOMMENDED ACTION**

Approve the Orange County Power Authority (OCPA) organizational structure, job descriptions, salary schedule, and staffing plan as presented within this report.

**BACKGROUND**

On December 14, 2021 the Board adopted OCPA’s first set of Personnel Policies and set them as applicable to non-executive employees. On January 11, 2022 the Board reconfirmed adoption of the Personnel Policies and expanded coverage to include Executive Management.

Section 301.1 of the Personnel Policy provides for the Chief Executive Officer, or their designee, to ascertain and record the duties and responsibilities of all positions and, after consulting with the Board, recommend a classification plan (“plan”) including job descriptions for such positions. The plan and any revisions thereof shall become effective upon approval of the Board.

On June 29, 2022, staff presented information related to organizational planning to the OCPA Board during Fiscal Year 2022-23 operating budget discussion. This budget contemplated hiring 12 new positions for a total of 20 full-time equivalent (FTEs) and a total salaries and benefits budget of approximately \$4 million or 1.3% of total net revenue. The Board feedback has been incorporated into staff’s recommendations.

**ANALYSIS & DISCUSSION**

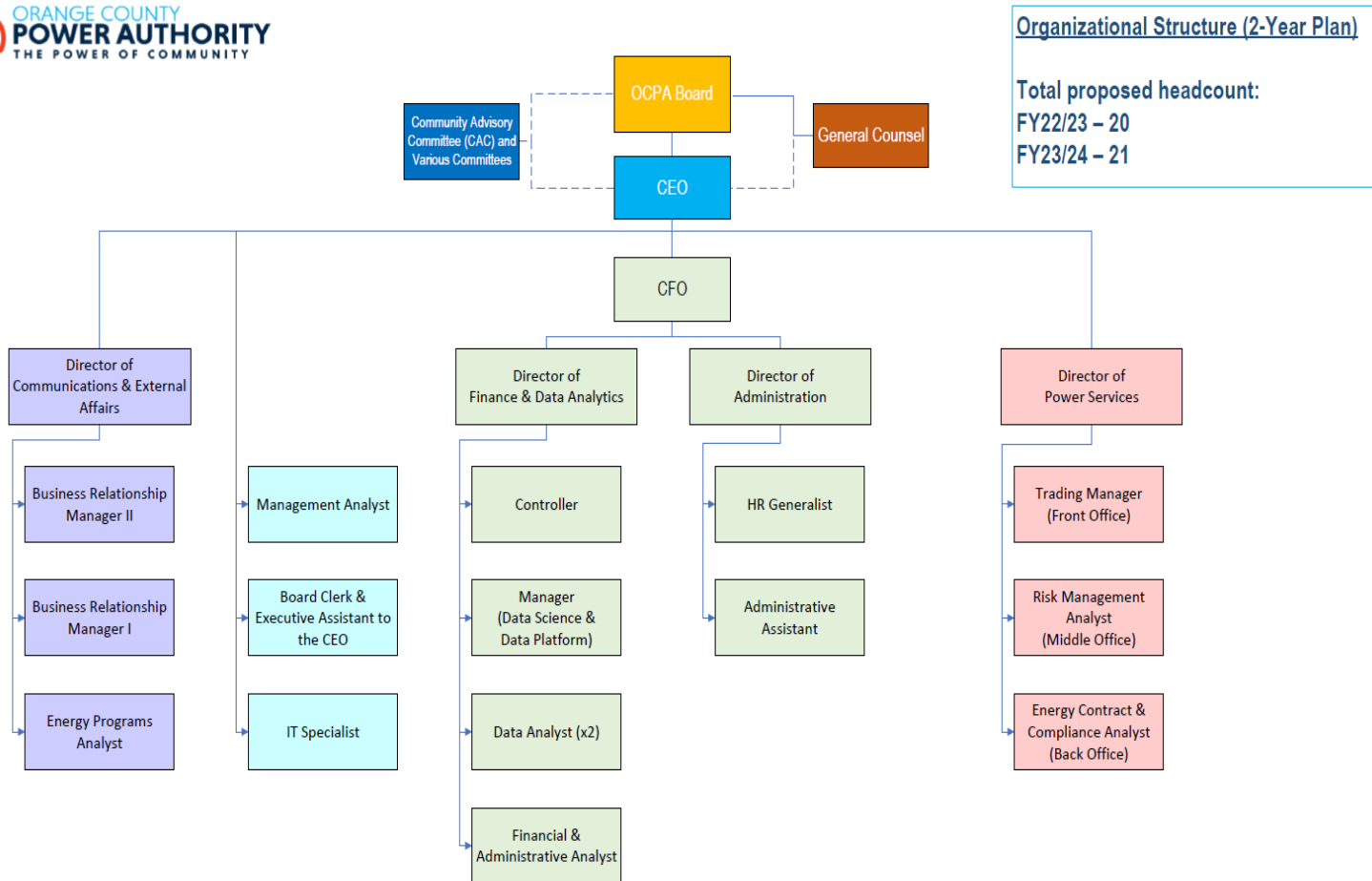
OCPA is an organization that delivers high levels of renewable energy and impactful programs at competitive rates by managing more than \$300 million in annual revenue and associated market risk, being nimble in an energy industry that is rapidly changing and subject to a complex political and regulatory environment, and by working with data in numerous large datasets generated by over 300,000 customer accounts at full roll out. It does this with a relatively small staff of specialized professionals.

**Organizational Structure**

The Chief Executive Officer has created the 2-year staffing plan with twenty-one FTEs and eighteen job descriptions. Consideration was taken to creating efficient staffing with minimal organization layers that encourage teamwork across work groups. The plan emphasizes building the Communications and External Affairs team early to support program launch. The plan also

provides flexible timing of onboarding positions to adapt to program needs and recruitment outcomes. The proposed organizational structure is as follows:

**Figure I: OCPA Organizational Chart**



Note: Director of Administration is scheduled to be hired in FY24/25

The full organization (Figure 1) is currently proposed to be 21 personnel, which would be hired in phases (as shown in Table 1) to respond to operational needs. Consultant resources would continue as a bridge prior to staffing for selected functions and on an ongoing basis for targeted needs. The proposed staffing level provides for full launch of initial operations. Expanding OCPA’s services to include enhanced energy efficiency programming is envisioned to be proposed in FY2023/24.

OCPA has been working to fill the necessary staffing positions and will continue to fill all the plan’s positions as follows:

**Table I: Staff Hiring Plan**

	Positions	Group 1 By Nov 2022	Group 2 By Mar 2023	Group 3 By Jun 2023	Group 4 FY2023/24
1	CEO	Complete			
2	CFO	Complete			
3	Director - Communications & External Affairs		New Hire		
4	Business Relationship Manager II	Complete			
5	Business Relationship Manager I	Complete			
6	Analyst - Energy Programs			New Hire	
7	Power Resources Director		New Hire		
8	Manager - Trading (PS Front Office)			New Hire	
9	Analyst - Risk Management (PS Middle Office)			New Hire	
10	Analyst - Contract & Compliance (PS Back Office)		New Hire		
11	Management Analyst	Complete			
12	Board Clerk & Assistant to the CEO	Complete			
13	Specialist - IT			New Hire	
14	Controller	Complete			
15	Financial & Administrative Analyst			New Hire	
16	Data Analyst	Complete			
17	Data Analyst	Complete			
18	Manager - Data Science/Data Platform			New Hire	
19	HR Generalist			New Hire	
20	Administrative Assistant - Receptionist/Office Admin			New Hire	
21	Director - Finance & Data Analytics				New Hire

**Job Classifications**

The positions have been categorized into job classifications, as shown above in Table 1, which reflect the nature of the duties and the role within the organization. Job descriptions (Attachment A) have been drafted for each classification, including a description of the duties, minimum education and experience qualifications, and skills and abilities required to perform the functions of each job classification. The job titles and descriptions are proposed to be updated by the CEO as needed.

**Salary Schedule**

During the budget approval process staff anticipated contracting with a compensation consultant for a labor market salary survey to aid in setting OCPA staff compensation. However, San Diego Community Power (SDCP) and Clean Power Alliance (CPA) have just completed their comprehensive salary surveys; therefore, staff elected to use their data for analysis and comparison purposes. The proposed OCPA maximum salary (control point) was generally benchmarked on the mid-point salary value of CPA's 2020 salary survey conducted by Mercer, a leading Human Resources and Compensation consultant, with additional consideration for variations in job responsibilities. Based on the results of our analysis, staff proposes the Salary Schedule shown in Table 2, which establishes the control point at which OCPA has budgeted for its staffing costs and the Board has approved via the OCPA FY 2022-23 operating budget. Future revisions to these ranges would require Board approval.

**Table 2: Salary Schedule**

	OCA Position	OCA FY22/23 Salary Range	OCA Salary Range Basis [A]	SDCP Salary Range	SDCP Salary Range Basis [B]	CPA Salary Range	CPA Salary Range Basis [C]
<b>FY2022/23</b>							
1	CEO	\$232,000-\$326,000	116 (Exec)	\$247,000-\$445,000	19 (CEO)	\$307,000-\$521,000	116 (Exec)
2	CFO	\$232,000-\$326,000	116 (Exec)	\$198,000-\$356,000	18 (C-Suite)	\$307,000-\$521,000	116 (Exec)
3	Director - Communications & External Affairs	\$193,000-\$234,000	114/115 (Director)	\$164,000-\$279,000	17 (Director)	\$223,000-\$365,000	114/115 (Director)
4	Business Relationship Manager II	\$98,000-\$139,000	111 (Professional)	\$95,000-\$161,000	14 (Sr. Analyst/Sr. Associate)	\$130,000-\$187,000	111 (Professional)
5	Business Relationship Manager I	\$98,000-\$139,000	111 (Professional)	\$82,000-\$132,000	13 (Analyst/Associate)	\$130,000-\$187,000	111 (Professional)
6	Analyst - Energy Programs	\$99,000-\$121,000	110 (Professional)	\$82,000-\$132,000	13 (Analyst/Associate)	\$113,000-\$163,000	110 (Professional)
7	Power Resources Director	\$193,000-\$234,000	114/115 (Director)	\$164,000-\$279,000	17 (Director)	\$223,000-\$365,000	114/115 (Director)
8	Manager - Trading (PS Front Office)	\$148,000-\$188,000	113 (Manager)	\$137,000-\$232,000	16 (Manager, Power Team)	\$170,000-\$265,000	113 (Manager)
9	Analyst - Risk Management (PS Middle Office)	\$114,000-\$160,000	112 (Professional)	\$95,000-\$161,000	14 (Sr. Analyst/Sr. Associate)	\$150,000-\$216,000	112 (Professional)
10	Analyst - Contract & Compliance (PS Back Office)	\$114,000-\$160,000	112 (Professional)	\$95,000-\$161,000	14 (Sr. Analyst/Sr. Associate)	\$150,000-\$216,000	112 (Professional)
11	Management Analyst	\$114,000-\$160,000	112 (Professional)	\$95,000-\$161,000	14 (Sr. Analyst/Sr. Associate)	\$150,000-\$216,000	112 (Professional)
12	Board Clerk & Assistant to the CEO	\$99,000-\$121,000	110 (Professional)	\$82,000-\$132,000	13 (Exec Assistant/Board Clerk)	\$113,000-\$163,000	110 (Professional)
13	Specialist - IT	\$76,000-\$91,000	108 (Professional)	\$70,000-\$111,000	12 (Project Coordinator)	\$86,000-\$123,000	108 (Professional)
14	Controller	\$148,000-\$188,000	113 (Manager)	\$137,000-\$232,000	16 (Sr. Manager)	\$170,000-\$265,000	113 (Manager)
15	Financial & Administrative Analyst	\$99,000-\$121,000	110 (Professional)	\$82,000-\$132,000	13 (Analyst/Associate)	\$113,000-\$163,000	110 (Professional)
16	Data Analyst	\$98,000-\$139,000	111 (Professional)	\$95,000-\$161,000	14 (Sr. Analyst/Sr. Associate)	\$130,000-\$187,000	111 (Professional)
17	Data Analyst	\$98,000-\$139,000	111 (Professional)	\$95,000-\$161,000	14 (Sr. Analyst/Sr. Associate)	\$130,000-\$187,000	111 (Professional)
18	Manager - Data Science/Data Platform	\$114,000-\$160,000	112 (Professional)	\$114,000-\$194,000	15 (Manager)	\$150,000-\$216,000	112 (Professional)
19	HR Generalist	\$98,000-\$139,000	111 (Professional)	\$82,000-\$132,000	13 (Analyst/Associate)	\$130,000-\$187,000	111 (Professional)
20	Administrative Assistant - Receptionist/Office Admin	\$49,000-\$60,000	105 (Professional)	\$70,000-\$111,000	12 (Office Manager)	\$65,000-\$93,000	106 (Professional)*
<b>FY2023/24</b>							
21	Director - Finance & Data Analytics	\$193,000-\$234,000	114/115 (Director)	\$164,000-\$279,000	17 (Director)	\$223,000-\$365,000	114/115 (Director)

[A] Orange County Power Authority (OCA) Salary Range is based on min to mid points salary range of CPA's compensation survey for 2021

[B] San Diego Community Power (SDCP) Salary Range is based on min to max points salary range of their compensation survey for 2022

[C] Clean Power Alliance (CPA) Salary Range is based on in to max points salary range of their compensation survey for 2023

\* CPA eliminated Grade 105 in their salary range for 2023

## FISCAL IMPACT

The proposed salary schedule and staffing plan are within the approved FY2022-23 staffing budget of approximately \$4 million or 1.3% of total net revenue.

## ATTACHMENTS

1. Attachment A – OCA Draft Job Descriptions



***DRAFT 1: Job Description***  
**Chief Financial Officer**

**SUMMARY**

Under direction of the Chief Executive Officer, the Chief Financial Officer (CFO) is responsible for managing, planning, developing, organizing, and directing the implementation of the Orange County Power Authority's financial and administrative functions, goals, objectives, policies and procedures, and work activities.

**DISTINGUISHING CHARACTERISTICS**

This position will serve as the CFO of the Authority and will have primary responsibility for managing the Authority's finances, including financial planning, management of financial risks, record-keeping, and financial reporting.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Serves as the Agency's Treasurer and Investment Officer.
- Provide complex and responsible financial and administrative direction for OCPA through multiple finance and administrative-related departments or programs.
- Responsible for Developing and Implementing Rate and Rate Structures.
- Plans, develops, and manages executive administrative, financial, accounting, budget, payroll, and financial analysis/reporting functions as well as funding strategies, and financial grant administration within all departments.
- Ensure Agency financial compliance with described in the Joint Powers Authority Agreement.
- Directs and supervises Finance Department activities.
- Responsible for selecting, supervising, motivating, and evaluating supervisory, professional, and support staff.
- Prepares various budgetary financial reports regarding revenue, cash management, and expenditures.
- Plans, organizes, and directs the Orange County Power Authority's budget process; analyzes budget options and estimates and makes recommendations for preliminary project, line item, and final operating and capital budgets; develops and maintains records based on the adopted Authority budget.
- Develops budget monitoring and encumbrance systems and assists personnel in preparation and control of Authority budgets.
- Establishes internal controls and balancing procedures; maintains audit trail.
- Communicates with Authority accounting, audit, and insurance contractors.
- Oversees implementation of written procedures of best practices and optimizes efficiency for the Authority.
- Analyzes revenue and expense trends and makes projections of budget impacts.
- Serves as internal auditor for a variety of fiscal, performance, and administrative audits.
- Functions as contract administrator for a wide variety of fiscal and performance audits and managerial effectiveness studies.

- Conducts research, performs management analysis activities, and evaluates cost effectiveness of management projects and programs.
- Performs as a hands-on “working manager.”

## **QUALIFICATIONS**

### **Minimum Qualifications**

Education and Experience: A Bachelor's degree from an accredited college or university in business or public administration, operations management, economics, accounting, or closely related field. Prior designation as a CPA desired but not required, as is further academic study in finance, utility services, energy systems, or environmental science. A Master’s degree is highly desirable.

A minimum of seven years, progressively responsible financial management experience including strategic financial leadership. Direct experience in energy or utility financial services required.

Possession of a valid State of California driver’s license is preferred.

### **Knowledge of:**

- Knowledge of policy development, load and demand forecasting, revenue requirements, rates or accounting, pricing, tariffs theory & practice, energy markets and customer data analysis
- Knowledge of utility ratemaking design and/or energy program design
- Knowledge of electric utility generation and retail business structures
- Experience with utility load and financial forecasting methodologies
- Experience with the development, maintenance of a self-service data analytics platform to disseminate data-driven insights into the organization
- Knowledge of and experience with California Public Utilities Commission (CPUC) regulations for electric utilities and knowledge of utility ratemaking, tariffs, and contracts
- Passion for contributing to the success of community choice aggregation in California

### **Ability to:**

- Demonstrate integrity, patience, tact, and courtesy at all times.
- Utilize technical acumen and in-depth understanding of business processes and practices to influence the creation and execution of operational and strategic plans.
- Conduct research, analyze data, and evaluate issues and programs to analyze the impact of alternative policies and procedures on administrative and operational problems encountered.
- Prepare clear and comprehensive correspondence, reports, presentations, proposals, and carry out independent research and fact-finding assignments.
- Determine, develop, and implement objectives, strategies, policies, procedures, work standards, and internal controls to achieve goals.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Effectively represent OCPA before the OCPA Board, Community Advisory Committee, city councils, and other local, regional, state, and federal agencies, as well as in public meetings with local citizens.
- Apply sound supervisory and managerial principles and techniques.

- Deal tactfully and maintain effective working and diplomatic relations with various levels of staff, the public, civic organizations, and representatives from governmental, industry, media, and other agencies.
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests.
- Promote teamwork, a positive work environment, and collaborative problem solving.
- Work effectively under stressful situations involving tight deadlines as well as confrontation and conflict.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

### **Other Qualifications**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

**Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**



This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Director of Communications and External Affairs**

**SUMMARY**

Under direction of the Chief Executive Officer, this position will be responsible for increasing positive perception and customer awareness of OCPA. This position will help resource a growing department and contribute to short- and long-term strategies designed to promote OCPA's mission and strengthen the integrity of OCPA's brand. Must have a proven track record of strong leadership, writing and communication skills, social media marketing and a passion for sustainability.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Oversee Marketing and Communications strategies that stand in support of the Mission, Vision, and Strategic Priorities in support of members
- Provide leadership and supervision of professional and administrative personnel
- Coordinates, develops, and measures the contribution and impact of marketing and communications efforts including marketing, general communication, outreach activities, community relations and regulatory affairs programs and the respective leadership teams
- Direct internal and external communications and community relations as managed by department staff
- Manage coordination of all publications, presentations or speeches, templates for standard correspondence, and other communications of a highly sensitive nature
- Coordinates and drafts position statements, press releases, media materials, newsletter articles and collateral pieces for use in internal and external strategic communications
- Assists in the coordination of external consultants for strategic communications, graphic design, market analysis, and social media
- Manages OCPA participation at various community and governmental functions
- Develops and administers annual budget for assigned departments
- Performs special projects and other duties as assigned
- Oversees Energy Program planning, design, and implementation
- Research and apply for various grants
- Manage Communications and Marketing Contracts and consultants
- Interface with various community groups including the Community Advisory Committee
- Oversee all aspects of Communications, Customer Outreach, and Accounts Management
- Develops compelling content for website, email, video, and social media to foster brand trust, community building and advocacy
- Oversees the ongoing strategy and execution of OCPA's social media
- Implements the planning, development, content creation, and evaluation of promotional campaigns and collateral
- Oversees the ongoing development and maintenance of OCPA's website, including components for measuring performance and effectiveness
- Develops regular customer communications via email or newsletter

- Designs basic graphics for social media and other marketing materials
- Researches and integrates trending news, industry trends and compelling angles into PR programs
- Researches, manages and supports third-party vendors, such as creative firms for more complex video and design projects
- Oversees the tracking and reporting of marketing program effectiveness; provides insights and recommends strategic improvements
- Coordinate and attend public events (in-person or virtual) to distribute information about OCPA and interact with members of the public

## **QUALIFICATIONS**

### **Minimum Qualifications**

Education and Experience: A Bachelor's degree from an accredited college or university in Communications, Business, Marketing, Public Relations, or related field or equivalent experience AND six (6) years of senior management level experience in policy, government, or related field required. A Master's degree is highly desirable.

Possession of a valid State of California driver's license is preferred.

### **Other Qualifications**

Job Expertise: Demonstrates knowledge of and experience with digital and print marketing best practices, Marketing Key Performing Indicators, (KPIs), email marketing platforms, adobe creative suite, CRM, online and social media marketing, website content management systems, energy program implementation, and grant management.

Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.

Collaboration: Develops networks and builds alliances; engages in cross-functional activities.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Leadership: Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Vision/Strategic Thinking: Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

Supervision: Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

### **Additional Qualifications**

- Visionary and strategic thinking skills- great at connecting the dots and seeing patterns within systems and partnerships
- Knowledge and familiarity of the region and energy-related policies
- Knowledge of contemporary marketing, communications, and outreach techniques, including how to be actively inclusive of diverse stakeholders
- Direct experience working with local and state government officials and staff around a variety of issue areas
- Must have experience with business and community engagement, business operational needs and concerns
- Experience building teams and managing staff and consultants

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Business Relationship Manager I/II**

**SUMMARY**

Under direction of the Chief Executive Officer, the Business Relationship Manager will be responsible for advancing the Authority's electric services and programs by conducting strategic customer outreach and management on behalf of the agency. This position will act as a strategic partner and energy advisor for the Authority's largest commercial, industrial, and municipal customers. This position has responsibility for a wide range of customer service and community matters including responding to customer inquiries, providing billing analysis, and presenting clean energy information and Authority customers programs to business and governmental agencies.

The Business Relationship Manager will serve as a primary point of contact for these large commercial and industrial customers. The position will develop strategic stakeholder alliances by understanding these customers' most important business needs and economic drivers, determining how current or new Authority programs can assist these customers, and aligning solutions with the goals and objectives of the Authority. The Business Relationship Manager is expected to become an expert in the Authority's programs and to provide customers or other staff with technical explanations of Authority programs, rebates/incentives, and billing mechanisms. To be effective the Business Relationship Manager will need to develop familiarity with Investor-Owned Utility programs and billing mechanisms and be able to analyze and explain usage data for customers.

This position will also assist with outreach and community events directed at businesses within the Authority's service territory, to both educate and build relationships with various groups. The Business Relationship Manager may be assigned with tasks related to the maintenance and implementation of various Authority customer programs.

Business Relationship Manager II may supervise the Business Relationship Manager I.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Initiate and develop relationships between the Authority and key Commercial, Industrial, and Municipal accounts, including both existing customers and potential clients.
- Engage with and make presentations to community business organizations and targeted industry groups.
- Respond to escalated customer service inquiries for business customers and ensure issues are resolved timely and accurately.
- Work with the Chief Executive Officer and identified key public affairs staff to develop strategic planning for outreach to the business community throughout the Authority's service area.
- Provide customers with expertise on commercial account issues, including billing, cost, service and program inquiries.
- Support campaigns to promote Authority programs to customers, such as energy efficiency upgrades, 100% renewable service, etc.

- Lead or support presentations to clients, community organizations, and other groups as representative of the Authority.
- Educate and outreach the municipal and business customers about Authority customer programs.
- Provide energy usage and billing data analysis.
- Work closely with the Chief Executive Officer, marketing, and public affairs staff to develop and implement targeted outreach and customer engagement campaigns, events, or other targeted outreach activities.

## **QUALIFICATIONS**

### **Minimum Qualifications**

Education and Experience: Education and experience equivalent to a Bachelor of Arts or Bachelor of Science degree from an accredited college or university in communications, business, marketing, public administration, sustainability/environmental planning, or a related field and at least four years of experience in client management or escalated customer service roles. Experience working in a public utility and/or a Community Choice Aggregation is highly desirable not a requirement.

Possession of a valid State of California driver's license is preferred.

### **Knowledge Of:**

- Utility industry, service options, terminology, rates, and billing.
- Energy usage profiles for Commercial & Industrial customers and key energy considerations such as demand charges, TOU rates etc.
- California energy policy and regulations, clean energy market development drivers and clean energy adoption by Commercial & Industrial customers.
- Key business associations and community organizations within the Authority's four cities.
- Community Choice Aggregation (CCA) landscape in California.
- Skills essential for effective client management, including outreach, customer service, relationship building, and networking experience.
- Data skills essential to billing and cost analysis, including developing spreadsheets and using formulae and functions to verify cost and emissions data for customers.
- Microsoft Office Suite including Excel, Word, and PowerPoint.
- Diverse cultures and communities such as communities of color, low income, English as a second language, various ages, and socio-economic spectrums.
- Greenhouse gas analysis and emissions accounting familiarity is desirable.

### **Ability to:**

- Effectively engage and communicate with diverse stakeholders in-person, on the phone, and through email to promote and explain the Authority's programs and services.
- Create and maintain relationships with the Authority's business clients.
- Fully interpret and explain energy data and energy charges and statistics to stakeholders in a simple and understandable manner.
- Contribute to developing strategic plans for new and continued outreach to Authority customers.
- Deliver results in a client-centered, client as a partner environment.
- Participate in community engagement events outside of regular business hours, such as chamber of commerce events and community meetings.

- Demonstrate a willingness to assist other staff with needs of the organization that may fall outside of this job description, such as assisting other departments or filling in for team members when necessary.
- Multitask on several projects while delivering a consistent, high-quality and timely work product.
- Work independently to resolve issues quickly and effectively.
- Work as part of a collaborative team.
- Adapt to changing priorities in a fast-paced, dynamic environment.

### **Other Qualifications**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

**Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Energy Programs Analyst**

**SUMMARY**

The Energy Programs Analyst works under the general supervision of the Director of Communications & External Affairs and collaborates closely with other Orange County Power Authority (OCPA) teams and external consultants to assist in the implementation of OCPA's energy programs. The Energy Programs Analyst is responsible for managing programs aimed at transportation electrification, building electrification, and agriculture electrification. The Analyst will perform research, solicit community feedback, and conduct analysis to develop and manage energy program activities.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Manages day-to-day operations of assigned energy programs.
- Identifies trends in energy technologies, utility programs, and customer needs to support program development and design recommendations.
- Collaborates with CCCE department teams and outside consultants on energy program development, design, analysis, marketing and outreach, and implementation.
- Tracks and reports program success through metrics, analytics, customer relationship management tools, and other program tracking tools.
- Interacts with and supports customers and members of the public to answer questions, provide information, and facilitate participation in CCCE programs.
- Identifies, recommends, and develops materials and web-based tools to drive customer program participation.
- Delivers presentations to various community groups and local organizations.
- Identifies complementary program funding opportunities.
- Compiles research, makes recommendations, and drafts staff reports for manager review and presentations for Board and Committee meetings.
- Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Minimum Qualifications**

Education and Experience: Education and experience equivalent to a Bachelor of Arts or Bachelor of Science degree from an accredited college or university in science, technology, environmental planning, business, or a related field and at least two years of progressively responsible in energy programs or working in electric utility, Community Choice Aggregation, or closely related field.

A Master's degree with project management experience in related field may be substituted for work experience.

Possession of a valid State of California driver's license is preferred.



### **Knowledge Of:**

- The organization and operations of a local government agency.
- Community Choice Aggregations and programs.
- Transportation electrification, building electrification, battery storage systems, distributed energy resources (DER), demand response and other energy initiatives.
- Activities necessary for effective on-the-ground key stakeholder outreach and customer program participation.
- Principles of project and project management.
- Data analysis and visualization techniques, particularly as applied to energy use in the building and transportation sectors
- Basic science of greenhouse gas emissions.
- Microsoft Office Suite (Word, Excel, and PowerPoint) and Adobe Acrobat.
- Customer Relationship Management, project management, and data analytics software.

### **Ability to:**

- Prepare and present clear and comprehensive correspondence, reports, presentations, and proposals to a diverse audience.
- Research, analyze and interpret complex data; reach conclusions, make recommendations, and develop staff reports.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Effectively represent OCPA before the Board, Community Advisory Committee, city councils, and other local, regional, state, and federal agencies, as well as in public meetings with local citizens.
- Be detail oriented and manage multiple projects and programs in a fast-paced environment.
- Work well independently and on teams.
- Deal tactfully and maintain effective working relations with various levels of staff, the public, civic organizations, and representatives from governmental, industry, media, and other agencies.
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests.
- Promote teamwork, a positive work environment, and collaborative problem solving.
- Work effectively under stressful situations involving tight deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

### **Other Qualifications**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Vision/Strategic Thinking: Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

Supervision: Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Power Resources Director**

**SUMMARY**

Under direction of the Chief Executive Officer, this position manages and plans the activities of major technical projects or highly complex contracts within the Authority. Oversees the most complex and technical energy resource planning and procurement activities for the Authority; oversees scheduling and settlement with the California Independent System Operator (CAISO); provides advanced level technical guidance to subordinate staff and contractors. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This position will serve as a high-level technical advisor on resource projects or contracts and/or manage the most complex short and/or long-term energy resources planning and procurement activities.

This position will collaborate extensively with the Authority's Portfolio Manager and Scheduling Coordinator and requires extensive and in-depth knowledge of energy trading and scheduling and the federal, state, and local laws and regulations.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Oversees and undertakes complex projects related to power forecasting, planning, procurement, and validation.
- Undertakes and approves energy purchases or sales of surplus energy, subject to the Risk Management Policies.
- Oversees CAISO scheduling and settlements.
- Manages and plans the activities of a major technical project or contract. Acts as a technical advisor on the most complicated projects and contracts.
- Develops, manages, and directs the implementation of short and/or long-term operating financial plans related to energy portfolios and operations.
- Manages and oversees the most financially complex and highest risk energy resource planning, contracting, negotiations, services, and agreements.
- Resolves disputed provisions of existing contracts.
- Collaborates and builds contacts with other organizations and representatives, regulatory agencies, and the public.
- Represents the Authority to outside agencies and organizations.
- Recommends and monitors changes to organizational processes and policies to ensure compliance with energy market requirements, improve operations, mitigate risks, increase revenue, and decrease costs.
- Provides direction in the implementation of policies and procedures and ensures action plans are in support of the Authority's goals, objectives, and mandates.
- Plans, implements, and evaluates the Authority's programs and initiatives as they are related to

energy resource projects.

- Manages and conducts marked-to market, rate and cost of service studies.
- Oversees and may perform the most complex studies, evaluates analytical and forecasting models and systems surveys; reviews and analyzes data, and prepares recommendations related to energy resources planning, supply and demand, energy risk management, CAISO scheduling and settlements, and forecasting.
- Keeps abreast of power supply and energy developments and programs and evaluates opportunities for new sources or available technology.
- Directs and coordinates audits on power purchases and sale agreements.
- Researches and prepares a variety of highly technical and administrative reports; prepares written correspondence on the more sensitive issues; prepares reports and presents at the Authority's Board of Director's meeting periodically and upon request.
- Supervises subordinate supervisory and other staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations. Evaluates training needs and workload balance for staff and prepares plan for implementation. Provides advanced technical guidance to contractors and consultants.
- Performs other related duties as required

## **QUALIFICATIONS**

### **Minimum Qualifications**

Education and Experience: A Bachelor's degree from an accredited college or university in Business, Economics, Engineering, Environmental Studies, Law, Public Administration/Public Policy, Natural Resources, Statistics, or related field to utility business AND six (6) years of progressively responsible related experience overseeing and administering energy resources operations, planning, purchasing, scheduling, or contract negotiations. A Master's degree is highly desirable.

Possession of a valid State of California driver's license is preferred.

Acceptable Substitution: A Master's degree in a related field, may be substituted for up to two (2) years of the required experience. There is no substitution for the required Bachelor's degree.

### **Other Qualifications**

Job Expertise: Demonstrates knowledge of and experience with applicable professional/technical principles and practices, and federal and state rules and regulations, including but not limited to: energy management, which may include experience with Electric Utilities, Electricity Generators or suppliers, California Independent System Operator (CAISO), California Public Utilities Commission, California Energy Commission, contract experience in power purchase agreements and/or the Edison Electric Institute agreement, and short-term Western Systems Power Pool (WSSP) transactions, knowledge of CAISO scheduling and settlements operations, knowledge of renewable, green-house gas-free and conventional electricity supplies and strong market knowledge.

Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.

Collaboration: Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and polices including Energy Risk Management policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

**Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Trading Manager**

**SUMMARY**

Under supervision of Power Resources Director, the Trading Manager will oversee wholesale power supply portfolios and procurement activities, including complex energy and capacity transactions, short and long-term portfolio design, integrated resource planning, hedging strategy, and strategically increasing renewable and greenhouse gas-free power resources over time. In addition, the candidate will coordinate OCPA's power scheduling coordination and work with compliance staff on power-related compliance issues.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Work with consultants, vendors, scheduling coordinator, and management to analyze risk and value around complex transactions and portfolio positions, including power generation and storage, load forecasts and scheduling, and hedging strategies.
- Lead procurement efforts to meet various OCPA objectives and/or compliance requirements including energy hedges, resource adequacy, carbon-free and RPS.
- Prepare solicitations/requests for offers of energy and capacity products, supplier/developer communications, analytical support during proposal/bid evaluation and contract negotiations.
- Optimize, schedule, and administer power supply contracts, including auditing and monitoring contract milestones and deliverables.
- Monitor energy market activities, including pricing trends and forward curves related to wholesale power, renewable energy, and capacity.
- Support OCPA's integrated resource planning activities, including submission of the CPUC's biennial integrated resource plan compliance filing.
- Provide data analysis and support in preparing various other regulatory compliance reports such as California's Power Source Disclosure Program.
- Assist OCPA's financial analysis, modeling, budgeting, and rate-setting activities, especially with respect to power supply costs.
- Establish and maintain standard operating procedures, protocols, and safeguards to ensure procurement team decision making processes are aligned with agency goals.

**QUALIFICATIONS**

**Minimum Qualifications**

Education and Experience: A Bachelor's degree from an accredited college or university in business, economics, mathematics, engineering or related and at least five years of progressive experience in electric utility/CCA power procurement, renewable power procurement, or in a closely related field. An advanced degree can replace up to two years of experience.

Possession of a valid State of California driver's license is preferred.

### **Other Qualifications**

**Job Expertise:** Demonstrates knowledge of and experience with applicable professional/technical principles and practices, and federal and state rules and regulations, including but not limited to: energy management, which may include experience with Electric Utilities, Electricity Generators or suppliers, California Independent System Operator (CAISO), California Public Utilities Commission, California Energy Commission, contract experience in power purchase agreements and/or the Edison Electric Institute agreement, and short-term Western Systems Power Pool (WSSP) transactions, knowledge of CAISO scheduling and settlements operations, knowledge of renewable, green-house gas-free and conventional electricity supplies and strong market knowledge.

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and polices including Energy Risk Management policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

**Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate

noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.





***DRAFT 1: Job Description***  
**Risk Management Analyst**

**SUMMARY**

Under supervision of Power Resources Director, the Risk Management Analyst is responsible for the management of OCPA's Middle Office risk management function. This role is responsible for measuring and monitoring key risks associated with the portfolio, such as energy market risk, liquidity risk, and volumetric risk. It is responsible for building and externally sourcing, as applicable, the analytics necessary to support effective risk management.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Develop the tools and analytics necessary to measure, monitor, and forecast key portfolio risks, including but not limited to market risk, liquidity risk, volumetric risk, counterparty risk, and model risk.
- Develop natural gas and power market analytics to support risk management.
- Develop and publish weekly, monthly, and quarterly risk reports.
- Support portfolio and transaction valuation from a risk perspective.
- Support financial forecasting and budgeting with risk assessments on cost of energy.
- Support quantitative modeling across the Finance and Data & Analytics team.
- Support analysis on integrated resource planning activities.
- Interactions with third-party energy technology providers.
- Provide technical and/or analytic input on regulatory matters.

**QUALIFICATIONS**

**Minimum Qualifications**

Education and Experience: A Bachelor's degree from an accredited college or university in Finance, Statistics, Accounting, Computer Science, Applied Mathematics, Data Science, Engineering, Economics, or other quantitative discipline. and at least two years of experience directly related to the duties and responsibilities described above, particularly in energy risk management reporting.

Possession of a valid State of California driver's license is preferred.

**Other Qualifications**

Job Expertise: Demonstrates knowledge of and experience with applicable professional/technical principles and practices, and federal and state rules and regulations, including but not limited to: energy management, which may include experience with Electric Utilities, Electricity Generators or suppliers, California Independent System Operator (CAISO), California Public Utilities Commission, California Energy Commission, contract experience in power purchase agreements and/or the Edison Electric Institute agreement, and short-term Western Systems Power Pool (WSSP) transactions, knowledge of CAISO

scheduling and settlements operations, knowledge of renewable, green-house gas-free and conventional electricity supplies and strong market knowledge.

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and polices including Energy Risk Management policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

**Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

## **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



## ***DRAFT 1: Job Description*** **Energy Contracts and Compliance Analyst**

### **SUMMARY**

Under supervision of the CEO and/or Power Resources Director, the Analyst is responsible for administrative activities necessary to execute and settle contracts/confirmations for requisite power products that will be needed by OCPA to operate within California's regulated energy market. The Analyst is responsible for validating invoices, ensuring supplier conformance with applicable contract terms and may support requisite reporting to various regulatory agencies. Additional responsibilities may include tracking counterparty performance, assisting in the administration of competitive solicitation processes (for various energy products and/or services), supporting development of integrated resource and/or implementation planning materials, coordinating with OCPA's contracted scheduling coordinator and working with regulatory and legislative staff and consultants on power-related compliance issues.

### **EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Assist procurement efforts for energy and capacity products, including administration of internal contract review and approval process and coordination with counterparties.
- Support negotiations for new energy contracts, master agreements, and confirmations, working closely with OCPA's transactional counsel, contracted portfolio management service provider and staff to ensure timely and efficient process completion.
- Manage contract lifecycle from execution through contract expiration. Maintain, update and track contract files, including key dates, obligations, and related status information. Advise OCPA's management of observed issues/deviations and coordinate with suppliers to address such issues.
- Maintain working knowledge of relevant inputs and outputs from OCPA's deal capture system. Develop and recommend complementary tracking mechanisms for contract milestones and issues, including conformance with OCPA's Risk Management Policy. Communicate with OCPA management and portfolio management service provider regarding same.
- Support Power Resources Director and portfolio management service provider in assessing counterparty performance and risk, including financial and compliance-related considerations, as required by OCPA's Risk Management Policy and applicable regulations.
- Monitor energy market activities, including regulatory, legislative, and pricing trends focused on California's electric utility industry.
- Assist with preparation of compliance reports and materials related to power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), the California Independent System Operator (CAISO), California Air Resources Board (CARB), the Department of Energy (DOE) and other jurisdictional regulators, as appropriate.
- Monitor actual deliveries from contracted generation facilities and supply agreements, validating such performance against OCPA's projections/expectations. Proactively communicate any variances/irregularities to OCPA management and coordinate with suppliers to address such issues if/as necessary.
- Administer settlement/check-out processes with OCPA's suppliers to ensure all invoices conform with transactional specifications and available supporting data. Coordinate with OCPA's suppliers to resolve any observed issues.
- 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.
- Providing settlement, credit, and other data as needed to the Middle Office and Finance to support monitoring of risk exposures and budget processes.
- Assist with the management of OCPA's Western Renewable Energy Information System (WREGIS) system account.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

Candidates must hold a Bachelor of Arts or Bachelor of Science degree from an accredited college or university in business, economics or related field AND at least three (3) years of experience directly related to the duties and responsibilities described above, particularly in energy contract management or negotiation.

Start-up working experience in a Community Choice Aggregation (CCA) and/or electric utility is highly desirable. Technical experience in the management of contracts is required. Must be able to sit at a desk and work on a computer for prolonged periods.

Possession of a valid State of California driver's license is preferred.

### **Required Skills:**

- Experience in contract administration and management. Thorough knowledge of Power Purchase Agreement (PPA), Edison Electric Institute (EEI), and Western Systems Power Pool Agreement (WSPP) contract structures, general terms and conditions and basic requirements.
- Advanced proficiency with Microsoft Office Suite, including Excel models.
- Familiarity with various energy and capacity products, including carbon neutral electric energy, conventional energy, and renewable energy as well as resource adequacy capacity and energy storage technologies.
- Proficiency in administering procurement processes, including the completion of proposal evaluation and the presentation of related results.
- Familiarity with the California Independent System Operator (CAISO) settlement process.
- General familiarity with key elements of the renewable energy project development process.
- Familiarity with California's Renewables Portfolio Standard and Power Source Disclosure programs.
- Familiarity with the Western Renewable Energy Generation Information System (WREGIS).
- Familiarity with applicable regulatory reporting and compliance obligations within California's electric utility sector. Passion for contributing to the success of community choice aggregation in California.

### **Ability to:**

- Have a strong work ethic, take initiative, and be comfortable working in a fast paced, start-up environment.
- Demonstrate integrity, patience, tact, and courtesy at all times.
- Enjoy engaging with passionate internal and external stakeholders.

- Be detail-oriented with strong organizational and analytical skills.
- Ensure projects and reports are completed in a timely and accurate manner.
- Work independently with minimum supervision and as a team member.
- Exercise good judgment in handling multiple priorities to meet deadlines and open-ended tasks.
- Work accurately and swiftly under pressure.
- Have a high tolerance for uncertainty and know how to bring things to resolution.
- Embrace diverse teams and be highly collaborative.
- Passion for contributing to the success of community choice aggregation in California.

### **Other Qualifications**

Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.

Collaboration: Develops networks and builds alliances; engages in cross-functional activities.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Fiscal Management: Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

Leadership: Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Vision/Strategic Thinking: Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification, and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Management Analyst**

**SUMMARY**

Under direction of the Chief Executive Officer, the Management Analyst will assist the executive management to help perform a variety of professional-level-research, administrative, operations, financial, and analytical duties in support of the Authority. This includes the writing of research/white papers, collecting and analyzing data; and creating metrics, data tracking, and reporting systems for management, committees, and Board Meetings. This position will also provide professional level staff support and assistance for committee and Board meetings, including developing board/committee Agenda memorandums, attachment, and staff presentations; and taking meeting notes/minutes for publication. The Management Analyst will also perform analytical work to support/oversee program intern(s) and temporary staff, including recruitment and supervisory duties (schedules, leave, etc.).

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Collects and monitors data and information; analyzes and/or implements a variety of data, including municipal policies, procedures, organization, finance and/or services and provides input to program and policy decisions; prepares and presents forecasts of effects of pending legislation, policy and procedure changes.
- Oversees the promotion, development, and implementation of customer programs.
- Interprets and applies data, policies and procedures, laws, regulations, and Authority policies and explains them to the public; researches and responds to citizen complaints.
- Prepares reports relating to various projects and programs for staff, the Board of Directors and committees; prepares complex reports, correspondence, memos, and contracts.
- Provides professional staff assistance to support a variety of interdisciplinary committees and board; develop and deliver staff presentations, reports, and other correspondence as appropriate and necessary.
- Investigates, interprets, analyzes, and prepares recommendations on new programs, grants, and services.
- May administer program(s); may be responsible for administering or implementing a service or program within a division of the Authority.
- May administer contracts and/or provide oversight for contract staff; may develop contract language.
- Maintains knowledge of sustainability trends, public administration, organization, and management principles and practices; fiscal policy, personnel management principles; applicable ordinances, laws and regulations; and research techniques and information sources.
- Gathers data and information from a variety of sources; prepares correspondence, reports, charts, and graphs.
- The Authority reserves the right to modify or change this job description and to assign other duties not expressly stated herein, based on the needs and requirements of the organization.

## **QUALIFICATIONS**

### **Minimum Qualifications**

Education and Experience: Education and/or experience equivalent to a Bachelor of Arts or Bachelor of Science degree from an accredited college or university in communications, business, marketing, public administration, sustainability/environmental planning, or a related field. Experience working in a public utility and/or a Community Choice Aggregation is highly desirable not a requirement.

Possession of a valid State of California driver's license is preferred.

### **Knowledge Of:**

- Principles and procedures of financial recordkeeping and reporting.
- Principles and practices of public administration and key sustainability trends.
- Methods and techniques used to collect and analyze data and prepare reports based on findings.
- Principles of business writing and report preparation.
- Principles, practices, and responsibilities involved in leading work of assigned staff.
- California energy policy and regulations, clean energy market development drivers and clean energy adoption by Commercial & Industrial customers.
- Community Choice Aggregation (CCA) landscape in California.
- Skills essential for effective client management, including outreach, customer service, relationship building, and networking experience.
- Data skills essential to billing and cost analysis, including developing spreadsheets and using formulae and functions.
- Microsoft Office Suite including Excel, Word, and PowerPoint.
- Diverse cultures and communities such as communities of color, low income, English as a second language, various ages, and socio-economic spectrums.
- Greenhouse gas analysis and emissions accounting familiarity is desirable.

### **Ability to:**

- Contribute to developing strategic plans for new and continued outreach to Authority customers.
- Deliver results in a client-centered, client as a partner environment.
- Participate in community engagement events outside of regular business hours, such as chamber of commerce events and community meetings.
- Demonstrate a willingness to assist other staff with needs of the organization that may fall outside of this job description, such as assisting other departments or filling in for team members when necessary.
- Multitask on several projects while delivering a consistent, high-quality and timely work product.
- Work independently to resolve issues quickly and effectively.
- Work as part of a collaborative team.
- Adapt to changing priorities in a fast-paced, dynamic environment.

### **Other Qualifications**

Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.

Collaboration: Develops networks and builds alliances; engages in cross-functional activities.



**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

**Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Board Clerk/Assistant to the CEO**

**SUMMARY**

Under the supervision of the CEO, the Assistant will provide administrative support to the CEO ranging from routine to complex, including scheduling, meeting coordination, compilation of information, follow-up to the Board of Directors and related Committees on a variety of matters, being a first point of contact with external partners and associates, assisting with public and internal events, customer interface, and other office or business management tasks of a fast moving, startup organization. The ideal candidate must be comfortable with general office operations, including electronic correspondence, scheduling, filing, distributing mail, customer service, and coordinating meetings.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Provide direct support for CEO on administrative tasks and scheduling, correspondence to the Board and the public, preparing reports and memos, and general customer service to internal and external stakeholders
- Prepare for and coordinate all aspects of Boards and Committee meetings including notifications and attendance tracking to ensure meeting quorums
- Prepare draft agendas from material submitted by staff; develop and collate final agendas with supplemental material for distribution
- Review supporting documents for agenda items, screening for discrepancies, ensuring materials are relevant and appropriately processed in accordance with legal requirements and OCPA procedures; prepare resolutions and staff reports as necessary
- Serve as Board Clerk in an agency compliant with Brown Act and Robert's Rules of Order. Includes managing public comment, public agenda creation, and meeting minutes
- Post and update meeting materials and Board-approved documents on OCPA's website as needed
- Take appropriate follow-up action on the Board's decisions, such as notifying interested parties on specific items, securing required signatures, or finalizing documents for official filing
- Provide OCPA Board Directors, committees, and staff with logistical support for meetings, presentations, and events, including all logistical agency meeting and event coordination (such as location, room reservations, amenities, and materials)
- File applicable amendments to governing documents with the State of California when needed
- Answer public inquiries in person, by phone, and by email, and route inquiries as necessary to appropriate OCPA staff
- Retain and recall information to respond to inquiries and effectively search files and retrieve data as required
- Perform routine tasks including duplicating, photocopying, and assembling bulk mailing
- Maintain office services by organizing office operations and procedures
- Assist with creating and/or updating administrative office procedures as necessary
- Maintain files with confidentiality in an easily accessible format
- Manage expenses, reimbursements, and expense reports for management

- Handle office interactions with external stakeholders, including greeting and directing guests, answering/directing phone inquiries, and handling requests or complaints in a professional manner
- Attend Board and committee or other meetings as needed to provide administrative support (in person and/or virtual)
- Performs other duties as assigned
- Work occasional overtime or on weekends and evenings.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Candidates must have at least 2 years of administrative/office management experience, which has included considerable exercise of initiative, attention to detail, and independent judgement. High school diploma or equivalency required. Bachelor's degree in Business Administration or related field desired. Start-up experience is highly desired. Must be able to sit at a desk and work on a computer for prolonged periods.

Possession of a valid State of California driver's license is preferred.

### **Knowledge Of:**

- Experience with Board Clerk duties in an agency compliant with Brown Act and Robert's Rules of Order. Includes managing public comment, public agenda creation, and meeting minutes.
- Utility industry, service options, terminology, rates, and billing.
- Key business associations and community organizations within the Authority's four cities.
- Community Choice Aggregation (CCA) landscape in California.
- Skills essential for effective client management, including outreach, customer service, relationship building, and networking experience.
- Microsoft Office Suite including Excel, Word, and PowerPoint.
- Diverse cultures and communities such as communities of color, low income, English as a second language, various ages, and socio-economic spectrums.

### **Ability to:**

- Enjoy engaging with passionate internal and external stakeholders
- Be a strong communicator who can communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions to the public and other employees in situations requiring tact, courtesy, and poise. Ability to speak additional languages such as Spanish a plus
- Understand information requests of others and respond courteously, efficiently, and accurately
- Principles of office administration and secretarial practices and procedures, including business correspondence, correct English usage, grammar, spelling, vocabulary, and punctuation
- Records management principles and practices, and research methods and techniques
- Retain and recall information to respond to inquiries, and efficiently search files and retrieve data as required
- Business mathematics and financial record keeping and report production
- Customer service practices, principles, and techniques for dealing with the public in person and over the telephone regarding sensitive and/or confidential issues

- Identify and secure confidential, highly sensitive records and written or verbally communicated information, and record such information accurately
- Have a high tolerance for uncertainty but know how to bring things to resolution
- Have a strong work ethic and be comfortable taking initiative/working in a fast paced, start-up environment
- Be a strategic thinker and problem solver
- High level of comfort with different IT software and applications such as Microsoft Office Suite including advanced document formatting, Teams, Acrobat PRO
- Use database, spreadsheet, and web interface and/or internet applications depending on assignment
- Work well on diverse teams and with consultants
- Be able to interpret and explain policies, procedures, and regulations
- Be able to organize and carry out projects with minimal instruction, compose correspondence independently based on policy and guidelines and maintain complex records
- Prioritize own workload and adjust to changes in workload and assignments to meet critical deadlines under pressure
- Identify and develop internal policies and procedures for a new organization

### **Other Qualifications**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**IT Specialist**

**SUMMARY**

The IT Specialist performs work under the supervision of the Chief Executive Officer. The position provides IT planning, budgeting, implementation, coordination, maintenance and security of OCPA information technology operations. The IT Specialist works with department heads and staff to maintain equipment and ensure systems development proceeds in a logical and integrated fashion.

This is an at-will non-exempt position reporting directly to the CEO.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Provide IT Help Desk technical support issues for staff.
- Set up new employees with technical devices and access.
- Set-up all technological and audio-visual needs such as Board and Community meetings, staff meetings, interviews, training, and webinars. Facilitates timely preparation prior to events and continuous support during and thereafter.
- Manage SharePoint intranet. Serve as the SharePoint Content manager. Provide technical support and troubleshoots issues as they arise.
- Facilitate efficient installation, configuration, upgrade and ongoing usability of computers, peripheral equipment and software within established standards and guidelines.
- Analyze and solve Information Technology operating problems.
- Recommend long and short-term technology budgets and acquisitions, as well as alternative solutions to proposed applications as appropriate.
- Develop and update OCPA Information Technology guidelines, policies and procedures, including data and equipment security, information privacy, internal controls and contingency plans.
- Make system modifications as necessary and evaluate and make recommendations regarding system development and/or the feasibility of computer applications.
- Oversee asset management related to laptops and related peripheral equipment.
- Implement and maintain internal controls, network security and other security systems for computer and telecommunication data, systems and hardware protection.
- Perform risk assessments and testing of data management systems.
- Train staff on network and information security practices.
- Implement and oversee data privacy compliance procedures.
- Work with staff to research, install, maintain function-based software applications for various departments.
- Research, plan, install, configure and test new systems.
- Maintain and upgrade existing systems and interfaces.
- Apply software updates to servers and schedule periodic server cycling.
- Support and troubleshoot web applications.

## **QUALIFICATIONS**

### **Minimum Qualifications**

Education or experience equivalent to a Bachelors' degree in computer science, information systems or related field with an emphasis on Microsoft Operating Systems and network security. A minimum of seven years of experience as a PC, cloud infrastructure (servers, storage, network) technician, including troubleshooting.

Possession of a valid State of California driver's license is preferred.

### **Knowledge Of:**

- Office 365 and cloud security.
- Theory, principles and practices of computer systems and related analysis and design.
- Knowledge of computer operating systems and compatibility of multiple operating systems.
- Knowledge of local area networks, hardware and network technology, and data communications software.
- OSI model and network stack.
- Firewall, routing, and VPN connectivity systems.
- Network security and best practices consistent with industry standards.
- Industry data privacy standards and guidelines.
- Microsoft Office Suite including Excel, Word, Adobe Acrobat, and PowerPoint.
- Principles and practices of project management and budget development, work planning and organization.
- Office management protocols, procedures, software and equipment.
- Functions and operation of various database management systems.
- Safe work practices and procedures and applicable laws and regulations governing job safety and the work environment.
- Budgeting and purchasing methods and principle business mathematics.
- Effective methods of record keeping.
- Correct English usage, including grammar, spelling, and punctuation.
- Team building and developing effective customer service techniques.
- Contracts and contract negotiations.

### **Ability to:**

- Manage multiple priorities and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Plan, organize and perform analytical duties, ensuring that projects and reports are completed in a timely and accurate manner.
- Manage and participate in the installation, configuration, administration, troubleshooting and maintenance of local area networks (LANS), and related equipment and software (e.g. file services, computers, printers, network interface cards, routers, cabling, modems, etc.)
- Collect, interpret and utilize narrative and statistical data pertaining to area of responsibility.
- Communicate effectively, orally and in writing, including verbally explaining technical concepts to nontechnical individuals.
- Work independently and as a team member; recognize and set priorities to meet deadlines for self and staff.

- Use database, spreadsheet, and web interface and/or internet applications depending on assignment.
- Be thorough and detail oriented.
- Work accurately and swiftly under pressure.
- Demonstrate integrity, patience, tact, and courtesy at all times.

### **Other Qualifications**

Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.

Collaboration: Develops networks and builds alliances; engages in cross-functional activities.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Fiscal Management: Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

Leadership: Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Vision/Strategic Thinking: Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.





***DRAFT 1: Job Description***  
**Controller**

**SUMMARY**

Under direction of the CFO, the Controller is responsible for performing the full range of professional accounting, auditing, budgeting, rates, and data analytics duties. The Controller will analyze the everyday financial activities. The role will also deploy the full spectrum of data analytics, data engineering, and business intelligence skills to design and develop the first OCPA data analytics platform at terabyte scale. The Controller will coordinate assigned activities with all the internal departments and outside agencies such as the accounting, data management, and data technology service providers.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Perform professional-level work in areas such as: annual budget and 5-year financial plan development including financial modeling for revenue and expenses projection, treasury function, financial planning and analysis, independent audit, internal control, and payroll.
- Supervise the billing operations and data management service provider and investors-owned utilities.
- Oversee the implementation of the OCPA rate schedules preparation and quality control processes to ensure accuracy and timely submission to the data management service provider.
- Collaborate with the third-party data technology consultants and internal teams to design, develop, implement, and maintain the OCPA Data Analytics Platform with data dashboards and visualizations to support overall business goals.
- Oversee the procure-to-pay process for both power supply and non-power supply invoices to ensure timely payment and compliance with the purchasing and procurement policies and procedures.
- Work closely with the external accounting service provider to ensure accurate and timely financial reporting and maintain vendor contract compliance schedule by monitoring the payments vs. contracted budget to avoid overpayment.
- Review, prepare, interpret, and apply business and financial policies and procedures.
- Identify and drive process improvements. Increase productivity by developing automated reporting tools.
- Perform other duties as assigned.

**QUALIFICATIONS**

**Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

The successful candidate will bring a mix of data analytics acumen, the ability to work independently and collaboratively with OCPA staff, a passion for building solutions and streamlining processes, a

commitment to data-driven decision-making, and a deep interest in OCPA's mission. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Candidates must hold a Bachelor of Arts or Bachelor of Science degree from an accredited college or university in Accounting, Finance, Statistics, Economics, Math, Engineering, or closely related field AND at least ten (10) years of experience in data analytics, utility rate design, and rate analyses. A graduate degree in Accounting, Finance, Business Administration, or Financial Management or a CPA license is strongly preferred.

Start-up working experience in a Community Choice Aggregation (CCA) and/or electric utility is highly desirable. Must be able to sit at a desk and work on a computer for prolonged periods.

Possession of a valid State of California driver's license is preferred.

### **Required Skills:**

- Experience in independently building financial models
- Strong technical analytic skills:
  - Expert proficiency in Excel modeling
  - MS SQL Server stack in a professional environment
  - Python is highly desirable
  - Azure, Power BI, and Tableau
  - Configure and maintain various database systems
- Ability to extract data, perform various analyses, and translate findings into meaningful business recommendations
- Knowledge of policy development, load and demand forecasting, revenue requirements, rates or accounting, pricing, tariffs theory & practice, energy markets and customer data analysis
- Strong written and oral communications skills
- Team player, ability to prioritize, be nimble, and self-directed in a highly fluid and rapidly changing environment
- Knowledge of utility ratemaking design and/or energy program design
- Knowledge of electric utility generation and retail business structures
- Experience with utility load and financial forecasting methodologies
- Experience with the development, maintenance of a self-service data analytics platform to disseminate data-driven insights into the organization
- Knowledge of and experience with California Public Utilities Commission (CPUC) regulations for electric utilities and knowledge of utility ratemaking, tariffs, and contracts
- Passion for contributing to the success of community choice aggregation in California

### **Ability to:**

- Have a strong work ethic, take initiative, and be comfortable working in a fast paced, start-up environment
- Demonstrate integrity, patience, tact, and courtesy at all times
- Enjoy engaging with passionate internal and external stakeholders
- Be detail-oriented with strong organizational and analytical skills
- Ensure projects and reports are completed in a timely and accurate manner
- Work independently with minimum supervision and as a team member
- Exercise good judgment in handling multiple priorities to meet deadlines and open-ended tasks

- Work accurately and swiftly under pressure
- Have a high tolerance for uncertainty and know how to bring things to resolution
- Work well on diverse teams

### **Other Qualifications**

Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.

Collaboration: Develops networks and builds alliances; engages in cross-functional activities.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Fiscal Management: Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

Leadership: Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Vision/Strategic Thinking: Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Financial & Administrative Analyst**

**SUMMARY**

Under direction of the CFO, the Financial & Administrative Analyst (FAA) will provide financial, project coordination, and analytical support to the Office of the CFO. The FAA manages the non-energy procure-to-pay process, treasury, payroll, compensation and benefits analysis, insurance and contracts management, and will perform other work as required.

This is an at-will non-exempt position reporting directly to the CFO.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Oversee the non-energy procure-to-pay process to ensure timely payment and compliance with the purchasing and procurement policies and procedures
- Work closely with the accounting service provider to ensure accurate and timely vendor payments
- Perform annual budget and periodic projection preparation for other operating expenses
- Perform reconciliation and variance reporting.
- Analyze financial data to identify trends and recommend solutions to mitigate financial impact
- Responsible for updating daily cash flow and rolling forecast, handle bi-monthly payroll preparation, and conduct compensation and benefits invoices review and analysis
- Manage OCPA insurance policies procurement and renewal process
- Maintain OCPA contracts in an easily accessible format
- Supervise the work of the Receptionist who will handle office interactions with external stakeholders and provide general office services
- Provide administrative support to the CFO
- Perform other duties as assigned

**QUALIFICATIONS**

**Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

Candidates must have education and/or experience equivalent to a Bachelor of Arts or Bachelor of Science degree from an accredited college or university in Accounting, Finance, Economics, Business Administration, or closely related field AND three (3) years of hands-on progressively responsible financial and administrative experience. Start-up working experience in a Community Choice Aggregation (CCA) and/or electric utility is highly desirable. Must be able to sit at a desk and work on a computer for prolonged periods.

Possession of a valid State of California driver's license is preferred.

**Knowledge Of:**

- CCA landscape in California
- Utility industry, service options, terminology, rates, and billing
- Good understanding of energy industry contracts including but not limited to EEIs and Power Purchase Agreements
- Financial analysis and internal control methods
- Microsoft Office Suite including Excel, Word, and PowerPoint
- Theory, principles and practices of organizational administration and finance
- Principles and practices of analysis and research methodology
- Pertinent local, State and Federal rules, regulations and laws for accounting and finance
- Principles and practices of project management and budget development, work planning and organization
- Office management protocols, procedures, software, and equipment
- Diverse cultures and communities such as communities of color, low income, English as a second language, various ages, and socio-economic spectrums

**Ability to:**

- Have a strong work ethic, take initiative, and be comfortable working in a fast paced, start-up environment
- Demonstrate integrity, patience, tact, and courtesy at all times
- Enjoy engaging with passionate internal and external stakeholders
- Be detail-oriented with strong organizational and analytical skills
- Ensure projects and reports are completed in a timely and accurate manner
- Work independently with minimum supervision and as a team member
- Exercise good judgment in handling multiple priorities to meet deadlines and open-ended tasks
- Work accurately and swiftly under pressure
- Communicate effectively, orally and in writing
- Have a high tolerance for uncertainty and know how to bring things to resolution
- Work well on diverse teams
- Resolve issues through research and negotiation

**Other Qualifications**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn

from mistakes; provides motivational supports and direction.

Vision/Strategic Thinking: Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Data Analyst**

**SUMMARY**

Under direction of the Controller, the Data Analyst will carry out complex and sophisticated analytical analyses for OCPA rates, IOUs billing operations management, customer account services, and load forecasting. The DA will collaborate closely with other teams (Power Services, Communications & External Affairs, Regulatory and Legislative Affairs) to develop solutions to data-intensive problems.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Manage financial reporting and reconciliations provided by the data management service provider to ensure accuracy and completeness. Develop and track business metrics.
- Research legislation and regulatory changes that affect OCPA's rate design and implementation. Maintain financial models for forecasting revenue requirements. Prepare statistical, feasibility, and sensitivity analysis.
- Perform budgets and forecasts on rates, Power Charge Indifference Adjustment (PCIA), data management and related accounts.
- Collaborate with internal and external stakeholders to understand business and policy challenges, goals and objectives and translate them into data analytics use cases.
- Collaborate closely with third-party data analytics consultants and other OCPA teams to develop the OCPA Data Analytics Platform with data dashboards and visualizations to support overall business goals.
- Identify and drive process improvements. Increase productivity by developing automated reporting tools.
- Prepare a variety of professional reports, presentations, and correspondence in assignment area.
- Perform other duties as assigned.

**QUALIFICATIONS**

**Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

The successful candidate will bring a mix of data analytics acumen, the ability to work independently and collaboratively with OCPA staff, a passion for building solutions and streamlining processes, a commitment to data-driven decision-making, and a deep interest in OCPA's mission. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Candidates must hold a Bachelor of Arts or Bachelor of Science degree from an accredited college or university in Accounting, Finance, Statistics, Economics, Math, Engineering, or closely related field AND at least three (3) years of experience in data analytics, utility rate design, and rate analyses. Start-up working

experience in a Community Choice Aggregation (CCA) and/or electric utility is highly desirable. Must be able to sit at a desk and work on a computer for prolonged periods.

Possession of a valid State of California driver's license is preferred.

### **Required Skills:**

- Strong technical analytic skills:
  - Expert proficiency in Excel modeling
  - MS SQL Server stack in a professional environment
  - Python is highly desirable
  - Azure and Tableau
  - Configure and maintain various database systems
- Ability to extract data, perform various analyses, and translate findings into meaningful business recommendations
- Knowledge of policy development, load and demand forecasting, revenue requirements, rates or accounting, pricing, tariffs theory & practice, energy markets and customer data analysis
- Strong written and oral communications skills
- Team player, ability to prioritize, be nimble, and self-directed in a highly fluid and rapidly changing environment
- Knowledge of utility ratemaking design and/or energy program design
- Knowledge of electric utility generation and retail business structures
- Experience with utility load and financial forecasting methodologies
- Experience with the development, maintenance of a self-service data analytics platform to disseminate data-driven insights into the organization
- Knowledge of and experience with California Public Utilities Commission (CPUC) regulations for electric utilities and knowledge of utility ratemaking, tariffs, and contracts
- Passion for contributing to the success of community choice aggregation in California

### **Ability to:**

- Have a strong work ethic, take initiative, and be comfortable working in a fast paced, start-up environment
- Demonstrate integrity, patience, tact, and courtesy at all times
- Enjoy engaging with passionate internal and external stakeholders
- Be detail-oriented with strong organizational and analytical skills
- Ensure projects and reports are completed in a timely and accurate manner
- Work independently with minimum supervision and as a team member
- Exercise good judgment in handling multiple priorities to meet deadlines and open-ended tasks
- Work accurately and swiftly under pressure
- Have a high tolerance for uncertainty and know how to bring things to resolution
- Work well on diverse teams

### **Other Qualifications**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.



**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Manager (Data Science & Data Platform)**

**SUMMARY**

Under direction of the Controller, the Data Analyst will develop, implement, and manage OCPA data analytics management platforms to support queries, analytics and reports. The Manager (Data Science & Data Platform) reports to the Controller and is expected to work closely with the staff responsible for rates design, data management, power procurement services, customer account services, customer programs, and regulatory affairs.

This role will be responsible for development, implementation and management of OCPA data analytics management platforms aimed at improving business processes including, without limitation, the following:

- Customer segmentation and characterization;
- Program design and targeting (electrification, demand response, etc.);
- Program operations (enrollment, reporting, evaluation);
- Customer billing and customer service;
- Energy contracting lifecycle management;
- Customer rate structures and design;
- Interactions with third-party energy technology providers;
- Dashboarding, KPI analytics, and enterprise-level reporting.

The ideal candidate must possess solid data science experience and expertise and will bring a mix of technical data science acumen, the ability to work independently, a passion for building solutions and streamlining processes, a commitment to data-driven decision-making, and a deep interest in OCPA's mission.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Execute the overall data analytic strategy of the organization.
- Develop, implement, and manage the day-to-day operations of the OCPA data analytics management platforms, including extract, transform and load (ETL), scheduled queries, ad-hoc queries, file operations, and internal dashboards.
- Develop models and algorithms to generate analytic insights from OCPA data, disseminate those insights across the organization, and extract the most value out of OCPA's data.
- Develop, perform, and maintain queries and reports on metered usage, billing, and other data.
- Manage the analytic workload by coordinating data inquiries from internal customers, defining analytic strategy, and validating outputs and results.
- Oversee and direct the expansion of the platform by implementing new features and data sets and expanding analytic capabilities as they are being developed.
- Supervise the development of models that support core business activities and ensure that they are well integrated with the overall analytic strategy of the organization.
- Engage with the Power Services, Communications & External Affairs, and Legal teams to understand their data and analytic needs, provide data-driven insights and direction, recommend

- analytic solutions, and implement changes to the platforms as necessary.
- Engage with contracted data management service provider and the IOUs (Southern California Edison and San Diego Gas & Electric) to ensure that the needs of OCPA are being met, provide feedback or quality assurance assistance as needed, and manage change related to those providers.
  - Evaluate new and emerging technologies that may be of value to OCPA.
  - Perform other related duties as required.

## **QUALIFICATIONS**

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

- BA/BS or MS in Computer Science, Mathematics, Statistics, Physics, or another STEM field, or equivalent experience
- Minimum 3 years of professional work experience in the field of data science or analytics
- Experience working in the electric utility industry strongly encouraged
- Experience producing customer-facing deliverables and coordinating efforts across multiple stakeholders
- Experience managing a complex data analytics system, including file management, ETL, scheduled queries, stored procedures, etc.; experience with cloud infrastructure a plus
- Significant prior experience framing and conducting analyses in a relational database environment (e.g. MySQL, PostgreSQL, MSSQL, Oracle) and through spreadsheet-based tools
- Prior experience with programming languages (e.g. Python, PHP, Ruby, etc.) and statistical programming languages (e.g. R, SAS, SPS, etc.)
- Has the ability to collect and integrate large amounts of unruly data (structured and unstructured) and transform it into a usable format
- Be able to develop new algorithms for specific problems
- Be able to identify trends and make predictions based on data trends
- Strong math and statistical skills
- A passion for and curiosity about new big data analytics technologies and methods

Possession of a valid State of California driver's license is preferred.

### **Knowledge of:**

- Knowledge of the California Independent System Operator (CAISO), electric power systems, California Public Utilities Commission (CPUC), California Energy Commission (CEC), and the Department of Energy (DOE)
- Modern technology, systems, and software designed to assist in the computerized management of information, including SharePoint, Adobe, advanced Outlook, Cisco WebEx and Microsoft Office
- Community Choice Aggregation (CCA) purpose and functions

### **Ability to:**

- Have a strong work ethic, take initiative, and be comfortable working in a fast paced, start-up environment

- Demonstrate integrity, patience, tact, and courtesy at all times
- Enjoy engaging with passionate internal and external stakeholders
- Be detail-oriented with strong organizational and analytical skills
- Ensure projects and reports are completed in a timely and accurate manner
- Work independently with minimum supervision and as a team member
- Exercise good judgment in handling multiple priorities to meet deadlines and open-ended tasks
- Work accurately and swiftly under pressure
- Have a high tolerance for uncertainty and know how to bring things to resolution
- Work well on diverse teams

### **Other Qualifications**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.



***DRAFT 1: Job Description***  
**Human Resources Generalist**

**SUMMARY**

Under the general direction of the CFO, the HR Generalist (HRG) works collaboratively with management, consultants, and staff to administer HR policies, procedures, and processes. The HRG is responsible for performing administrative and professional program level work to manage the daily operation of planning, organizing, and implementing a compliant HR program, coordinating programs and services including employee relations, HR policy administration, recruitment, classification and compensation, organizational development, performance evaluation, personnel actions, and benefits administration. The HRG provides guidance on state and federal law related to HR policy and compliance with employment laws.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Plans, implements and administers programs and activities to carry out HR goals and objectives.
- Collaborates with the General Counsel and outside consultants to advise the executive management and department directors, managers, supervisors and employees in the interpretation and application of HR rules, policies and procedures and state and federal laws related to professional development and training, recruitment, selection, classification, compensation, benefits, disability management, management rights and responsibilities, performance management and recognition, and equal employment opportunity regulations.
- Drafts and proposes HR policies, rules and guidelines, and recommends and implements changes as needed as a result of legislation, trends, and developments.
- Collects data to develop and analyze compensation surveys and schedules.
- Conducts recruitment and advises and assists department directors in hiring processes.
- Provides direction for employee orientation for newly hired staff.
- Maintains or oversees the maintenance and management of HR records and files.
- Assists in reviewing and administering performance evaluations.
- Reviews and analyzes technologies applicable to the work and makes recommendations regarding effective use of integrated systems.
- Assists in HR budget development.
- Reviews and approves HR department invoices, including benefits and consultants, for payment.

**QUALIFICATIONS**

**Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

A combination of education and experience that would provide the knowledge and abilities listed.

Typically, equivalent to possess of a bachelor's degree from an accredited college or university in human resources, business, psychology, or a related field and at least three years of experience in human resources. Experience working in a public utility and/or a Community Choice Aggregate program is desirable. SPHR or SHRM-SCP certification strongly preferred.

Possession of a valid State of California driver's license is preferred.

**Knowledge of:**

- Principles and practices of modern public personnel and HR administration, including federal and state laws, case law, rules, and regulations related to the field.
- Principles and methods of recruitment, examinations, job classification, wage and salary administration, and equal opportunity employment.
- Principles and practices of modern training techniques, including ongoing employee development and skills/needs matching.
- Training objectives, methodologies, and evaluation.
- Principles and practices of classification and compensation system management including statistical analyses and cost projections.
- Principles and techniques of public administration, including program planning, implementation and evaluation, budget development and analysis.
- Functions and operations of general HR policies and procedures.
- Modern office procedures and methods including automation and computer applications and software related to the work.
- Research methodology, policy development, report writing, and basic statistical techniques.
- Contract development and administration.

**Ability to:**

- Recognize and resolve problems of a sensitive or political nature.
- Analyze complex employment situations, assess benefits and potential any provide a proposed action and alternatives, and make effective recommendations to implement or ensure implementation of recommendations.
- Analyze data and statistical issues; draw sound conclusions and make effective recommendations.
- Identify and analyze problem areas and provide recommendations and solutions for department management teams related to HR issues including collecting and analyzing data, drawing valid conclusions from available information, and projecting consequences of decisions and recommendations.
- Analyze, collect, interpret and evaluate a variety of complex qualitative and quantitative data; compute cost/benefit ratios; project costs.
- Manage a variety of simultaneous work projects to meet established timetables and commitments.
- Conduct mediation and group problem solving.
- Establish and maintain effective working relationships with those contacted in the course of the work, including officials and managers, representatives of other governmental agencies, community, business and other groups, employees, and the public.
- Evaluate and make recommendations to successfully implement, and administer effective employee relations, benefits, classification, organization development and training, and recruitment and selection programs and processes.
- Maintain and update an Employee Handbook and other HR policies, procedures, and guidelines.
- Develop and implement communications strategies and plans for keeping employees and managers

informed.

- Develop and provide for new employee orientation.
- Effectively communicate, both orally and in writing, including making presentations of findings, recommendations, and policies orally or in writing to Board members, department directors, and employees.
- Lead and train administrative support staff in the conduct of their work related to HR.
- Prepare clear and concise reports, policies, procedures, correspondence, and other written materials.

### **Other Qualifications**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

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***DRAFT 1: Job Description***  
**Administrative Assistant**

## **SUMMARY**

OCPA is seeking a highly motivated go-getter who will support staff, organizational activities, and office management. An example of day-to-day activities include coordinating and scheduling staff or office events, ensuring new employees receive their new employee checklist and complete required trainings, ordering supplies, tracking documents such as receipts for reimbursement. As a startup organization, many additional office management duties or processes will arise that a proactive employee in this role will excel in tackling.

Qualities or skills that will make the candidate for this role successful are a proven track record of strong writing and communication skills and a passion to work in a mission-driven, community-based organization is a must. There will be plenty of opportunities for new responsibilities, learning of new professional areas, and growth are available for the right candidate.

This position reports to the CFO.

## **EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Provide general administrative and office support:
  - Provide general office management support including scheduling, master calendar maintenance, staff and organization celebrations, mail, ordering and inventory of supplies, scheduling miscellaneous meetings such as performance reviews and other meetings as needed.
  - Maintain mailing lists and provide communications for various groups (Board, committees, staff, job recruitment sites, etc.).
  - Support administrative portions of website including updating with new employees, etc.
  - Maintain organization email accounts and ensure appropriate staff provides appropriate responses.
  - Support file management and responses to public records requests.
  - Create or implement processes for items such as tracking policy approval dates, file version control, etc. as needed.
- Provide basic financial support:
  - Support for receipts tracking, staff reimbursements, facilitating tracking of invoices for administrative contracts and vendors.
- Other administrative duties as assigned.

## **QUALIFICATIONS**

### **Minimum Qualifications**



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

A combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possess of an associates or bachelor's degree from an accredited college or university in human resources, business, or a related field and at least one year of experience in general office management and administrative assisting. Public agency experience and basic human resources knowledge strongly preferred.

Possession of a valid State of California driver's license is preferred.

### **Knowledge of:**

- All Microsoft office tools.
- Excellent verbal and written communication and customer service skills.
- High degree of organization, motivation, and a willingness to learn.
- Interest in learning and a proactive attitude are more important than years of experience.
- Experience and/or technical knowledge of various administrative duties (e.g., calendar management).
- Proactive approach to all duties and a true team player.
- Commitment to ensuring confidentiality in human resources-type paperwork and interest in the "people-side" of administration.

### **Other Qualifications**

Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.

Collaboration: Develops networks and builds alliances; engages in cross-functional activities.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Fiscal Management: Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

Leadership: Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Vision/Strategic Thinking: Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

### **PHYSICAL DEMANDS**

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***DRAFT 1: Job Description***  
**Director of Finance & Data Analytics**

**SUMMARY**

Under direction of the CFO, the Director of Finance & Data Analytics is responsible for managing the full range of professional accounting, auditing, budgeting, rates, and data analytics duties. The role will also manage the full spectrum of data analytics, data engineering, and business intelligence skills to design and develop the first OCPA data analytics platform at terabyte scale.

**EXAMPLES OF DUTIES / FUNCTIONS**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Manage annual budget and 5-year financial plan development including financial modeling for revenue and expenses projection, treasury function, financial planning and analysis, independent audit, internal control, and payroll.
- Manage the billing operations and data management service provider and investors-owned utilities.
- Manage the implementation of the OCPA rate schedules preparation and quality control processes to ensure accuracy and timely submission to the data management service provider.
- Oversee the design, development, implementation, and maintenance of the OCPA Data Analytics Platform with data dashboards and visualizations to support overall business goals.
- Manage the procure-to-pay process for both power supply and non-power supply invoices to ensure timely payment and compliance with the purchasing and procurement policies and procedures.
- Work closely with the external accounting service provider to ensure accurate and timely financial reporting and maintain vendor contract compliance schedule by monitoring the payments vs. contracted budget to avoid overpayment.
- Review, prepare, interpret, and apply business and financial policies and procedures.
- Manage process improvements. Increase productivity by developing automated reporting tools.
- Perform other duties as assigned.

**QUALIFICATIONS**

**Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

The successful candidate will bring a mix of data analytics acumen, the ability to work independently and collaboratively with OCPA staff, a passion for building solutions and streamlining processes, a commitment to data-driven decision-making, and a deep interest in OCPA's mission. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Candidates must hold a Bachelor of Arts or Bachelor of Science degree from an accredited college or university in Accounting, Finance, Statistics, Economics, Math, Engineering, or closely related field AND at least ten (10) years of experience in data analytics, utility rate design, and rate analyses. A graduate degree in Accounting, Finance, Business Administration, or Financial Management or a CPA license is strongly preferred.

Start-up working experience in a Community Choice Aggregation (CCA) and/or electric utility is highly desirable. Must be able to sit at a desk and work on a computer for prolonged periods.

Possession of a valid State of California driver's license is preferred.

**Required Skills:**

- Experience in independently building financial models
- Strong technical analytic skills:
  - Expert proficiency in Excel modeling
  - MS SQL Server stack in a professional environment
  - Python is highly desirable
  - Azure, Power BI, and Tableau
  - Configure and maintain various database systems
- Ability to extract data, perform various analyses, and translate findings into meaningful business recommendations
- Knowledge of policy development, load and demand forecasting, revenue requirements, rates or accounting, pricing, tariffs theory & practice, energy markets and customer data analysis
- Strong written and oral communications skills
- Team player, ability to prioritize, be nimble, and self-directed in a highly fluid and rapidly changing environment
- Knowledge of utility ratemaking design and/or energy program design
- Knowledge of electric utility generation and retail business structures
- Experience with utility load and financial forecasting methodologies
- Experience with the development, maintenance of a self-service data analytics platform to disseminate data-driven insights into the organization
- Knowledge of and experience with California Public Utilities Commission (CPUC) regulations for electric utilities and knowledge of utility ratemaking, tariffs, and contracts
- Passion for contributing to the success of community choice aggregation in California

**Ability to:**

- Have a strong work ethic, take initiative, and be comfortable working in a fast paced, start-up environment
- Demonstrate integrity, patience, tact, and courtesy at all times
- Enjoy engaging with passionate internal and external stakeholders
- Be detail-oriented with strong organizational and analytical skills
- Ensure projects and reports are completed in a timely and accurate manner
- Work independently with minimum supervision and as a team member
- Exercise good judgment in handling multiple priorities to meet deadlines and open-ended tasks
- Work accurately and swiftly under pressure
- Have a high tolerance for uncertainty and know how to bring things to resolution
- Work well on diverse teams

## **Other Qualifications**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates strong financial management skills and oversees complex energy procurement practices with large financial impacts for the organization. Complies with applicable laws and policies.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

**Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

## **PHYSICAL DEMANDS**

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**ORANGE COUNTY POWER AUTHORITY**  
**Staff Report – Item 9.4**

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To: Orange County Power Authority Board of Directors  
From: Brian Probolsky, Chief Executive Officer  
Subject: ADOPTION OF 2023 MEETING SCHEDULE  
Date: December 13, 2022

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**RECOMMENDATION**

Adopt Resolution 2022-XX A Resolution of the Board of Directors of Orange County Power Authority Establishing Regular Meetings of the Board of Directors for 2023.

**BACKGROUND**

The Ralph M. Brown Act (Cal. Gov. Code § 54950 *et seq.*) provides that the legislative body of each local agency shall provide, by ordinance, resolution, bylaws, or other rule, the time and place for holding its regular meetings. For the 2022 calendar year, the Board of Directors held their meetings predominately on the 1st or 2nd Tuesday of each month except when holidays required an adjustment, either at the Orange County Power Authority offices, 3349 Michelson Dr #200, Irvine, CA 92612 or virtually due to the COVID-19 pandemic. Moving forward, staff recommend that the Board set their meeting schedule and continue the virtual meeting format, as long as AB 361 is in place, and it is not safe to return to in-person meetings due to the pandemic.

The suggested dates for the regular meetings are as follows:

Tuesday January 17, 2023	Tuesday May 2, 2023	Tuesday September 5, 2023
Tuesday February 14, 2023	Tuesday June 20, 2023	Tuesday October 3, 2023
Tuesday March 7, 2023	Tuesday July 11, 2023	Tuesday November 14, 2023
Tuesday April 4, 2023	August 2023 No Meeting	Tuesday December 12, 2023

**FISCAL IMPACT**

None

**ATTACHMENT**

Resolution No. 2022-XX: A Resolution of the Board of Directors of Orange County Power Authority Establishing Regular Meetings of the Board of Directors for 2023.

Spreadsheet with holidays and the represented member cities governing board meetings.

**RESOLUTION NO. 2022-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ORANGE COUNTY POWER AUTHORITY ESTABLISHING  
REGULAR MEETINGS OF THE BOARD OF DIRECTORS  
FOR 2023**

A. Orange County Power Authority (“OCPA”) is a joint powers authority formed pursuant to the Joint Exercise of Powers Act (Cal. Gov. Code § 6500 *et seq.*), California Public Utilities Code § 366.2, and a Joint Powers Agreement effective on November 20, 2020.

B. The Ralph M. Brown Act (Cal. Gov. Code § 54950 *et seq.*) provides that the legislative body of each local agency shall provide, by ordinance, resolution, bylaws, or other rule, the time and place for holding its regular meetings.

C. The Board of Directors seeks to establish the time and meeting location for all regular meetings of the Board of Directors for calendar year 2023.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Orange County Power Authority Power as follows:

Section 1. For calendar year 2023, regular meetings of the Board of Directors shall take place on the dates set forth below and shall begin at 10:00 A.M. All regular meetings shall take place at the Orange County Power Authority offices, 3349 Michelson Dr #200, Irvine, CA 92612; provided that pursuant to the Brown Act, including amendments adopted by AB 361 (2021) (or any Executive Orders issued or additional statutory changes made after the effective date of this Resolution), OCPA’s meetings may be held fully or partially by videoconference or teleconference as authorized by applicable law.

**Regular Meeting Dates**

- Tuesday January 17, 2023
- Tuesday February 14, 2023
- Tuesday March 7, 2023
- Tuesday April 4, 2023
- Tuesday May 2, 2023
- Tuesday June 20, 2023
- Tuesday July 11, 2023
- August 2023 – No Meeting
- Tuesday September 5, 2023
- Tuesday October 3, 2023
- Tuesday November 14, 2023
- Tuesday December 12, 2023

Section 2. The Board of Directors shall have the power to change the time or location of any regular meetings by amending or replacing this resolution, or cancel such meetings, or call special meetings with proper notice. Special and adjourned meetings of the Board of Directors

may be called and held in the manner authorized by the Ralph M. Brown Act (Cal. Gov. Code § 54950 *et seq.*), as may be amended from time to time.

Section 3. This resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Orange County Power Authority held on December 13, 2023.

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Brian S. Probolsky  
Authority Secretary  
Orange County Power Authority



**2023 Meeting Dates**

<b>Holidays</b>			<b>OCA (10:00 a.m.)</b>	<b>Buena Park (5:00 p.m.)</b>	<b>Fullerton (5:30 p.m.)</b>	<b>Huntington Beach (4:00 p.m.)</b>	<b>Irvine (4:00 p.m.)</b>	<b>Orange County (9:30 a.m)</b>
Monday	Jan. 2	New Year's	Tuesday Jan. 17	Tuesday Jan. 10 & 24	Tuesday Jan. 3 & 17	Tuesday Jan. 3 & 17	Tuesday Jan. 10 & 24	Tuesday Jan. 10 & 24
Monday	Jan. 16	MLK	Tuesday Feb. 14	Tuesday Feb. 14 & 28	Tuesday Feb. 7 & 21	Tuesday Feb. 7 & 21	Tuesday Feb. 14 & 28	Tuesday Feb. 7 & 28
Monday	Feb. 13	Lincoln's Birthday	Tuesday Mar. 7	Tuesday Mar. 14 & 28	Tuesday Mar. 7 & 21	Tuesday Mar. 7 & 21	Tuesday Mar. 14 & 28	Tuesday Mar. 14 & 28, <i>21</i>
Monday	Feb. 20	President's	Tuesday Apr. 4	Tuesday Apr. 4 & 11	Tuesday Apr. 4 & 18	Tuesday Apr. 4 & 18	Tuesday Apr. 4 & 11	Tuesday Apr. 11 & 25, <i>18</i>
Monday	May 29	Memorial	Tuesday May 2	Tuesday May 9 & 23	Tuesday May 2 & 16	Tuesday May 2 & 16	Tuesday May 9 & 23	Tuesday May 9 & 23, <i>16</i>
Monday	Jun. 19	Juneteenth	Tuesday Jun. 20	Tuesday Jun. 13 & 27	Tuesday Jun. 6 & 20	Tuesday Jun. 6 & 20	Tuesday Jun. 13 & 27	Tuesday Jun. 6,13,14 & 27, <i>20</i>
Tuesday	Jul. 4	Independence	Tuesday Jul. 11	Tuesday Jul. 11 & 25	Tuesday Jul. 4 & 18	Tuesday Jul. 4 & 18	Tuesday Jul. 11 & 25	Tuesday Jul. 18 & 25
Monday	Sep. 4	Labor	Tuesday Aug. 1	Tuesday Aug. 8 & 22	Tuesday Aug. 1 & 15	Tuesday Aug. 1 & 15	Tuesday Aug. 8 & 22	Tuesday Aug. 8 & 22, <i>15</i>
Monday	Oct. 9	Columbus	Tuesday Sep. 5	Tuesday Sep. 12 & 26	Tuesday Sep. 5 & 19	Tuesday Sep. 5 & 19	Tuesday Sep. 12 & 26	Tuesday Sep. 12 & 26, <i>19</i>
Friday	Nov. 10	Veterans	Tuesday Oct. 3	Tuesday Oct. 10 & 24	Tuesday Oct. 3 & 17	Tuesday Oct. 3 & 17	Tuesday Oct. 10 & 24	Tuesday Oct. 17 & 31, <i>24</i>
Thu-Fri	Nov. 23-24	Thanksgiving	Tuesday Nov. 14	Tuesday Nov. 14 & 28	Tuesday Nov. 7 & 21	Tuesday Nov. 7 & 21	Tuesday Nov. 14 & 28	Tuesday Nov. 7 & 28
Monday	Dec. 25	Christmas	Tuesday Dec. 12	Tuesday Dec. 12 & 26	Tuesday Dec. 5 & 19	Tuesday Dec. 5 & 19	Tuesday Dec. 12 & 26	Tuesday Dec. 5 & 19, <i>12</i>