



Energy Contracts and Compliance Analyst

Orange County Power Authority's Power Resources team seeks a collaborative, energy professional to administer activities necessary to execute and settle contracts and confirmations for requisite power products that will be needed by OCPA to operate within California's regulated energy market. The Analyst will also monitor, schedule, draft, and submit compliance reports as required by California's regulatory agencies.

About OCPA:

OCPA is a dynamic, new agency, serving the public in the space of clean, and more affordable green energy. As a new Community Choice Aggregator (CCA) in California, phased electric service was launched in April 2022. Currently, the Authority serves over 177,000 customer accounts in Southern California Edison territory. We currently serve three member agencies (Buena Park, Fullerton, and Irvine). The City of Fountain Valley has joined OCPA with service to begin in 2026. More expansion throughout the region is to come. OCPA's projected retail sales exceed 2,100 gigawatt-hours in 2025 and will increase with additional members. For more information, please visit our website at www.ocpower.org.

Application Process: Candidates should send a succinct cover letter and resume with a minimum of three professional references to recruitment@ocpower.org. Submissions will be accepted on a continuous basis until the position is filled.

A first review of applications will occur May 1, 2025.

About the Position:

The Energy Contracts and Compliance Analyst is responsible for validating invoices from counterparties and the California Independent System Operator (CAISO), ensuring supplier conformance with applicable contract terms, and working closely with OCPA's Financial Technology team, ensuring fiscal responsibility. 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.

This position reports to the Director of Power Resources and will receive day-to-day leadership from the Origination and Trading Manager.

OCPA currently utilizes a hybrid work schedule which includes three days per week in-office, Monday, Tuesday and Thursday. This schedule is subject to change due to agency events or special 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 accommodation 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.
- 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), Energy Information Administration 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 in collaboration with OCPA's Financial Technology team. 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 the monitoring of risk exposures and budget processes.
- Assist with the management of OCPA's Western Renewable Energy Information System (WREGIS) system account including but not limited to transfer and validation of Renewable Energy Certificates.
- Perform other duties as assigned.

Qualifications

Experience/Education:

Any combination demonstrating the ability to effectively and successfully perform the duties of the position is considered qualifying. A typical combination is as follows:

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

Start-up working experience in a Community Choice Aggregation (CCA), electric utility, and/or energy-related firms is highly desirable. Technical experience in compliance filings and management of contracts is highly desirable.

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

Required Knowledge, Skills and Abilities:

The successful candidate will possess varied knowledge, skills and abilities. The following are examples indicative of successful performance in this position:

- 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.
- Familiarity with the California Independent System Operator (CAISO) settlement process.
- Advanced proficiency with Microsoft Office Suite, including Excel models.
- Familiarity with various energy and capacity products, including renewable and 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.
- General familiarity with key elements of the renewable energy project development process.
- Familiarity with California's Renewables Portfolio Standard and Power Source Disclosure programs.
- 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.
- Familiarity with the Western Renewable Energy Generation Information System (WREGIS).
- Passion for contributing to the success of community choice aggregation in California.

Abilities:

- Maintain 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 collaborating and 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.
- Embrace diverse teams and be highly collaborative.

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 both internally and with external stakeholders.

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 including Energy Risk Management and energy procurement policies based on industry standards.

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

Vision/Strategic Thinking: Supports, promotes and ensures alignment with the organization's vision, values, and strategic goals; 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 representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.

Compensation And Benefits:

Salary is commensurate with experience. The salary range is **\$128,800 to \$185,500 per year**.

OCPA offers a generous benefits package that includes:

- Individual, family, and domestic partner health insurance (medical, dental, vision)
- Life, short-term disability, and long-term disability insurance coverage
- Retirement with employer matching (up to 4% of salary)
- Paid time off (PTO), ten paid holidays and two floating holidays
- Health and wellness reimbursement benefit
- Technology stipend
- Flexible spending accounts (FSA) – health and dependent care
- Employee assistance program (EAP)

This is an exempt position. This is not a civil service position; however, some OCPA employees may be required to submit a Statement of Economic Interests form, also known as Form 700.

Orange County Power Authority is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.