

**LIVE, WORK,
EMPOWER SAN JOSE.**



**Legislative Affairs
Division Manager**

SAN JOSE 
CLEAN ENERGY



CITY OF
SAN JOSE 
CAPITAL OF SILICON VALLEY

THE COMMUNITY ENERGY DEPARTMENT

San José Clean Energy, or SJCE, is San José's local, not-for-profit electricity supplier operated by the City of San José's Community Energy Department. Since 2019, our dedicated and motivated team has provided clean energy for residents and businesses at competitive rates, while also offering community programs, local control, and increased transparency and accessibility.

San José Clean Energy serves more than 350,000 customers and has a peak load of almost 1 GW. SJCE is responsible for purchasing over 4,500 GWh of electricity annually and has an annual operating budget of over \$300 million. Serving our community with respect and integrity is at the core of what we do. Joining our team means that you will be making a big impact and in the forefront in the fight against climate change. SJCE plays an important role in meeting San José's ambitious goal to be carbon neutral by 2030 and in implementing Climate Smart San José, the City's climate action plan.

SJCE centers equity in its drive to provide clean, renewable energy at competitive rates and provide local benefits. Since inception, SJCE has sprinted ahead to now provide 60% renewable and 95% carbon-free energy in our base product and has signed power purchase agreements to add nearly 550 MW of new solar, wind and battery storage to the grid. SJCE's low carbon energy supply is foundational as we work to meet the electrification goals outlined in Climate Smart San José. For more information about San José Clean Energy, please visit: www.sanjosecleanenergy.org.

THE POSITION

The **Legislative Affairs Division Manager** is responsible for providing leadership on all legislative matters for SJCE and working closely with statewide representatives and decision-makers in the California Legislature, the California Community Choice Association (CalCCA), lobbyists and external contractors. This position works to promote and represent the interests of SJCE and advocates for policies that impact Community Choice Aggregators (CCAs) and their programs.

Essential Duties

- Develop SJCE's legislative agenda and lead the advocacy strategy for achieving that agenda.
- Provide strategic guidance, management, and coordination to advance SJCE's legislative agenda through collaborative policy analysis, development, and advocacy with lobbyists, CalCCA Legislative Committee, and CalCCA members.
- Direct and oversee representation of SJCE before local and state representatives and the California State Legislature.
- Develop and review legislative policies and recommend positions on bills.
- Analyze and regularly report out on proposed legislation in energy-related bills to SJCE's management and staff, elected officials, CalCCA, the Clean Energy Community Advisory Commission, and other stakeholders.
- Draft and/or manage the development of position statements, talking points, public testimony, issue briefs, comment letters, and other appropriate responses to legislative proposals that impact CCAs.
- Negotiate with legislators and their staff on active bills.
- Regularly meet with key decision-makers, stakeholders, legislators and their staff, and CCA advocates to build relationships beneficial to SJCE's interests and priorities.
- Build, lead, and manage coalitions amongst CCAs, advocacy organizations, key statewide decision makers and stakeholders in support of SJCE's position on various legislative and policy positions.
- Support the CalCCA Elected Officials Liaison Working Group to work with and coordinate elected officials and messaging to legislators.
- Develop, negotiate, and manage contracts with external entities performing legislative duties on behalf of SJCE.
- Monitor and track budgets related to legislative matters.
- Prepare and/or review content for talking points, press releases, and informational handouts related to legislative matters.
- Represent SJCE publicly at events and speak on panels/present as needed.
- Manage contracted external consultants and supervise SJCE staff members as assigned.
- Work closely with the City Manager's Office of Intergovernmental Relations to ensure SJCE is aligned with City goals and improve advocacy on legislative matters impacting SJCE.
- Other duties as identified or assigned by the Director of Community Energy.

THE IDEAL CANDIDATE

The ideal candidate will have extensive experience developing and implementing legislation working with high-level public officials, and expertise in coalition building and strategic partnerships at the local, state, and/or national levels to achieve policy goals.

The ideal candidate:

Desired Knowledge:

- Community Choice Aggregation and the California electric utility market.
- California electric utility regulatory issues and regulatory practices.
- California legislative processes, legislative advocacy, and negotiation with decision makers.
- Utility policy issues such as competitive neutrality, local governance, and cost allocation.

Desired Skills

- Develop high-quality writing, research, and communication work products.
- Deliver clear and persuasive oral communication to a variety of audiences.
- Apply robust analytical and problem-solving skills.
- Utilize strong time management, project management, dispute resolution, and interpersonal relations skills.
- Collaborate and/or negotiate with a wide range of stakeholders, including decisionmakers, the staff of decision-makers, non-profit and advocacy organizations, community organizations, CalCCA members, and others.
- Manage multiple priorities and projects and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Take responsibility and work independently, as well as coordinate collaborative efforts.
- Represent SJCE in an effective, strategic, and beneficial way to internal and external stakeholders, including testifying at hearings.
- Advocate effectively for organizational priorities and policies.
- Build consensus, execute strategies, and coordinate efforts.
- Manage contracts with external entities and track budgets.
- Apply thorough analysis with a detail-oriented approach.
- Demonstrate patience, tact, courtesy, and sound decision-making
- Establish and maintain effective and professional working relationships.
- Lead efforts with passion, idealism, integrity, and a positive attitude.

The ideal candidate will possess the following competencies:

- **Job Expertise** – Demonstrates knowledge of and experience with applicable professional/technical principles, practices, Citywide and departmental procedures, policies, federal, state rules and regulations.
- **Leadership** - Leads by example; demonstrates high ethical standards; remains visible & approachable, interacts on a regular basis; promoting a cooperative work environment, allowing others to learn from mistakes; provides motivational support and direction.
- **Collaboration** – Develops networks and builds alliances; engages in cross-functional activities.
- **Problem Solving** – Approaches situations or problem by defining the issue; determines the significance & priority, collects information from various sources; uses logic & intuition to make decisions and solution sets & outcomes.
- **Fiscal Management** – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- **Planning** - Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- **Analytical Thinking** – Approaches problems or situations using a logical, systematic, sequential approach.
- **Project Management** - Ensures support for and drives projects, implements goals towards strategic objectives.
- **Communication Skills** – Effectively conveys information, expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills, displays openness to other's ideas and thoughts.

EDUCATION & EXPERIENCE

Education: A Bachelor's degree from an accredited college or university in Political Science, Business, Economics, Engineering, Statistics, Environmental Studies, Law, Natural Resources, or field related to utility business.

Experience: Six (6) years of progressive experience and leadership in developing and implementing policy, advocacy, or government affairs, specifically in the field of energy matters, with at least three of those years in the State of California.

Licenses: Possession of a valid State of California driver's license may be required.

Employment Eligibility: Federal law requires employees to provide verification of their eligibility to work in the US. Please be informed the City of San José will NOT sponsor, represent or sign any documents related to visa applications/ transfers for H1-B or any other type of visa which requires an employer application.

THE CITY OF SAN JOSE

Known as the "Capital of Silicon Valley," the City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California's largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the US. San José's transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as startups and advanced manufacturing. San José's quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the coast including Santa Cruz, Monterey, and Carmel-by-the-Sea; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region. San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines.

The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City's anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor's degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home. San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs. The City actively engages with the community through

Council appointed boards and commissions. In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, over 209 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches.

The City oversees convention, cultural, hospitality facilities that include the San José McEnergy Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National

Hockey League's San José Sharks. City operations are supported by 6,684 positions and a total budget of \$6 billion for the 2022-2023 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.



BENEFITS & COMPENSATION

The City provides an array of benefits to its employees, including:

- **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option
- **Health Insurance** – The City contributes 85% towards the premium of the lowest cost nondeductible HMO plan; there are several options
- **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage
- **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service; Executive Leave of 40 hours is granted annually; Sick Leave is accrued at the rate of 8 hours per month

APPLICATION PROCESS

To apply for this outstanding opportunity, please submit a cover letter and resume by **December 18, 2022, by COB** via e-mail to:

Zoë McChesney
Community Energy Department
City of San Jose
Email: zoe.mcchesney@sanjoseca.gov

- **Holidays** – The City observes 15 paid holidays annually
- **Deferred Compensation** – the City offers an optional 457 Plan
- **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs
- **Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional
- **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP
- **Public Service Loan Forgiveness Program (PSLF)** – Work at the City qualifies under the federal [PSLF program](#)

Visit the [City's benefits website](#) for more info.

SALARY INFORMATION: The approved annual salary range for this position is **\$123,762.08-\$195,903.76**. This amount includes an approximate five percent (5%) ongoing non-pensionable pay. Actual salary shall be determined by the final candidate's qualifications and experience.

Per the City's COVID-19 Mandatory Vaccination Policy, the City requires all employees starting on or after February 11, 2022 to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that employees are required to be vaccinated with the entire recommended initial series of a COVID-19 vaccine (two doses of the Pfizer, Moderna or Novavax COVID-19 vaccine or a single dose of the Johnson & Johnson COVID-19 vaccine).

Resumes will be screened in relation to the criteria outlined in the brochure and candidates with the most relevant qualifications will be invited to preliminary screening interviews for further consideration. **Interviews are tentatively scheduled to be conducted during the week of December 19, 2022.** Candidates will be advised of their status of the recruitment following the selection of the Legislative Affairs Division Manager. If you have any questions regarding this exciting opportunity, please do not hesitate to contact Zoë McChesney at zoe.mcchesney@sanjoseca.gov. Successful completion of a thorough background investigation prior to employment is required. The City of San José is an equal opportunity employer encouraging workforce diversity.