

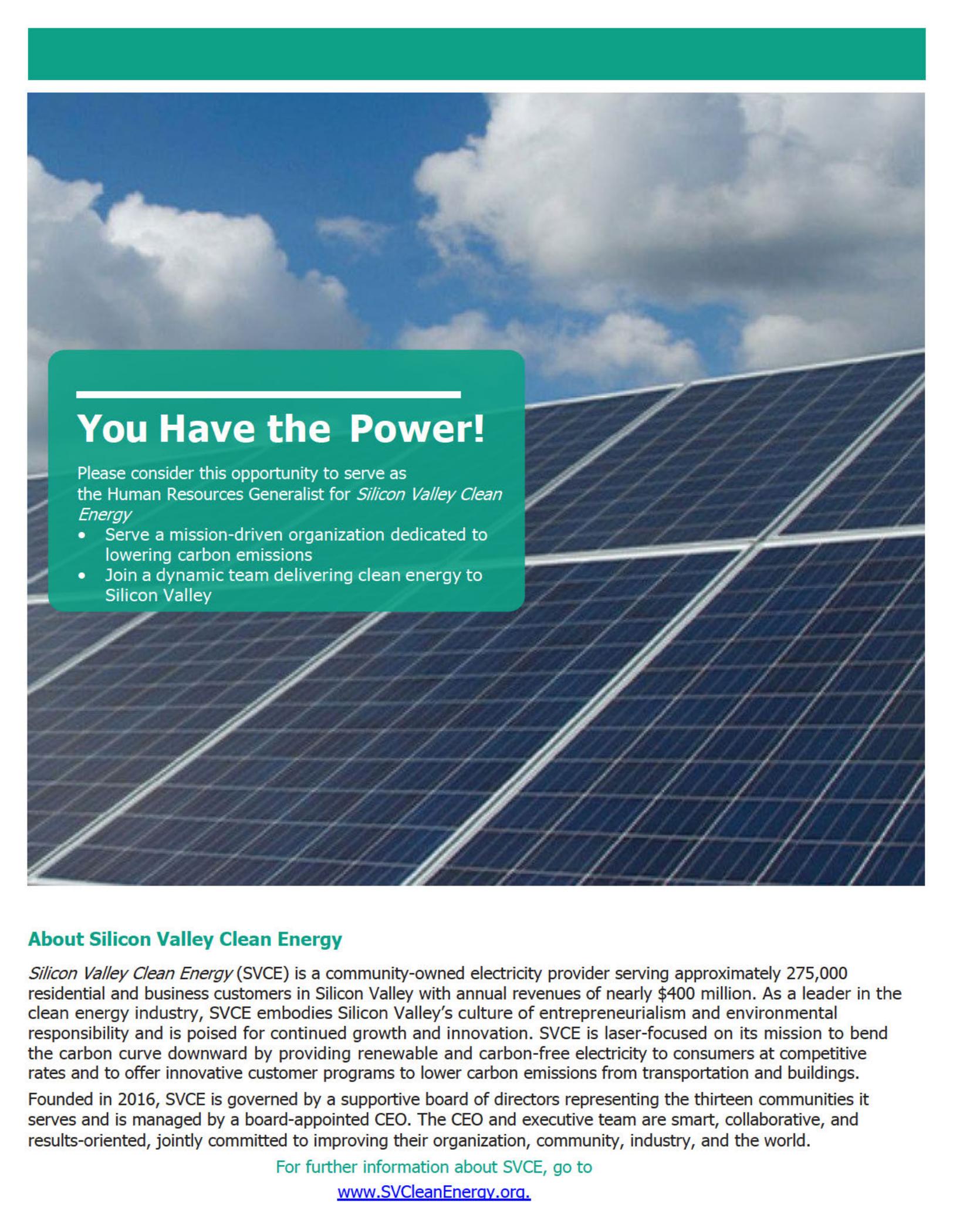


**SILICON VALLEY  
CLEAN ENERGY**



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**INVITES APPLICATIONS FOR  
HUMAN RESOURCES  
GENERALIST**



## You Have the Power!

Please consider this opportunity to serve as the Human Resources Generalist for *Silicon Valley Clean Energy*

- Serve a mission-driven organization dedicated to lowering carbon emissions
- Join a dynamic team delivering clean energy to Silicon Valley

### About Silicon Valley Clean Energy

*Silicon Valley Clean Energy* (SVCE) is a community-owned electricity provider serving approximately 275,000 residential and business customers in Silicon Valley with annual revenues of nearly \$400 million. As a leader in the clean energy industry, SVCE embodies Silicon Valley's culture of entrepreneurialism and environmental responsibility and is poised for continued growth and innovation. SVCE is laser-focused on its mission to bend the carbon curve downward by providing renewable and carbon-free electricity to consumers at competitive rates and to offer innovative customer programs to lower carbon emissions from transportation and buildings.

Founded in 2016, SVCE is governed by a supportive board of directors representing the thirteen communities it serves and is managed by a board-appointed CEO. The CEO and executive team are smart, collaborative, and results-oriented, jointly committed to improving their organization, community, industry, and the world.

For further information about SVCE, go to  
[www.SVCleanEnergy.org](http://www.SVCleanEnergy.org).



## Work Culture

SVCE exemplifies Silicon Valley's entrepreneurial and innovative spirit by pursuing innovative programs and services. It operates like a start up with high energy and high expectations where creative problem solvers and strong communicators work together to meet customer needs and pursue an environmentally sustainable future.

The organizational culture supports open communication, responsibility, creativity, accountability, teamwork, and care while welcoming the diversity of experience and perspectives brought by each employee.

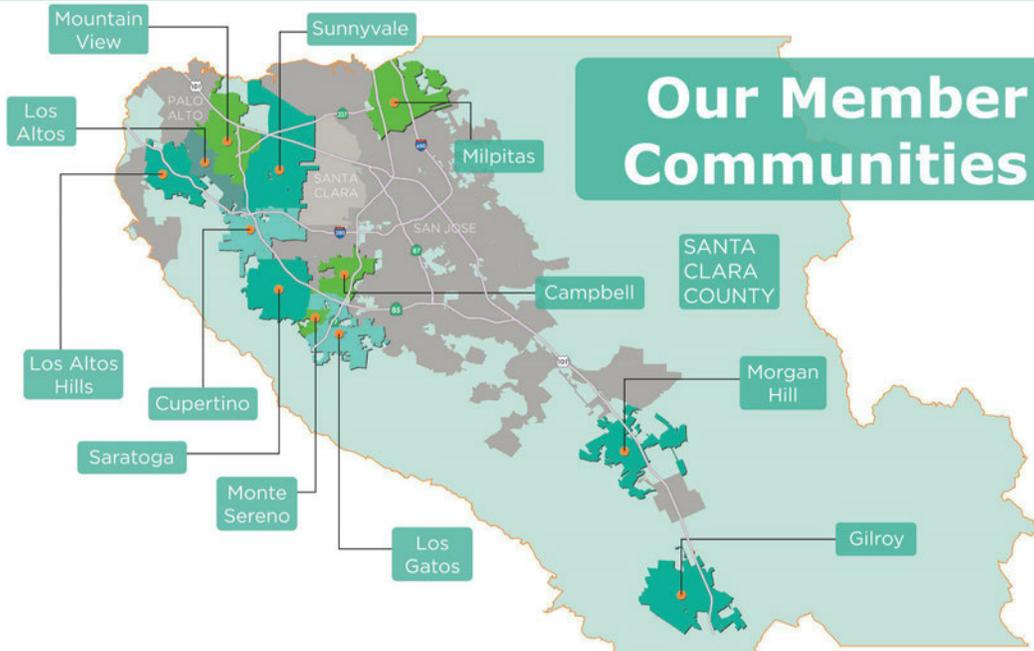


## The Position

Silicon Valley Clean Energy (SVCE) is seeking a dedicated, driven professional to manage internal processes for a wide range of human resource (HR) matters, including but not necessarily limited to, employee relations, personnel policies and procedures, employee benefits, wellness, recruitment, training, and employee retention. The Generalist will work closely with the Finance & Administration team to support SVCE's overall work culture.

The Generalist performs a full range of complex assignments under general supervision and minimal detailed guidance to work collaboratively with management, consultants, and staff to administer HR policies, procedures, and processes. The Generalist 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 Generalist provides guidance on state and federal law related to HR policy and compliance with employment laws.

Specifically, the Generalist will function as a subject matter expert within human resources and will help SVCE strategically locate, attract, and retain staff. SVCE seeks to be the employer of choice within the Community Choice Aggregation field, with the Generalist being a prime motivator in defining that course and implementing changes to sustain SVCE's place.



### The Ideal Candidate Will Have Knowledge Of

- The mission and goals of SVCE
- 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.
- Contract development and administration.

### Key Attributes

**Mission Driven** - Passionate and inspired by SVCE’s vision of combating climate change.

**Collaborator** - Engages stakeholders in internal operations and resists a siloed organization.

**High energy** - Performs at full bandwidth and with high expectations; excels in a hands-on entrepreneurial environment.

### Qualifications and Experience

Any combination of experience and training equivalent to ten (3) years of progressively responsible experience in a human resources role at a community choice energy provider, public agency, utility, energy company, or similar organization. SPHR or SHRM-SCP certification strongly preferred.

A Bachelor’s Degree from an accredited university or college in human resources, business, psychology, or a related field. A Master’s Degree in the aforementioned fields can substitute for up to one year of the required experience.

### Compensation

The salary range for the position is \$97,890- \$150,600 annually, depending on qualifications and depth of experience.

SVCE offers an attractive benefits package including individual, family, and domestic partners health insurance; monthly fitness benefit; defined-contribution retirement and employer matching contributions; health reimbursement account stipend; a flexible spending account stipend; and paid vacation.

SVCE currently operates under a hybrid-work model, with significant opportunity for remote work, with in-person / in-office expectations based on the role.

### To Be Considered

Please find the required SVCE Application Form and additional information along with submittal instructions at: <https://www.svcleanenergy.org/jobs/>

This posting is open until filled.