



PROGRAM MANAGER

SALARY RANGE: \$87,923 - \$138,164

SUMMARY DESCRIPTION

The Program Manager works under the direction of the Director for Decarbonization & Grid Innovation and collaborates closely with the Directors and Managers of other teams (Power Supply, Account Services & Community Relations, Legislative & Regulatory Effectiveness) to plan and design a platform and portfolio of programs to achieve SVCE goals.

The focus areas of the program portfolio include mobility, the built environment and grid integration and innovation. In general, built environment programs will catalyze efficient electrification and reimagine energy use in the built environment. In general, mobility programs will reduce emissions, electrify and automate personal and commercial transport. In general, grid integration & innovation programs will enable demand-side flexibility for achieving high-penetration renewables.

SVCE is in a unique position to lead in developing programs that will positively impact customers in its member jurisdiction and have an impact beyond its borders. The Decarbonization & Grid Innovation team is responsible for:

- planning and designing programs that amplify and multiply value;
- developing partnerships with key Silicon Valley stakeholders such as academia, start-ups, high-tech, students and the community;
- developing platforms for innovation, proofs-of-concept and prototypes that will be key to moving the needle in decarbonization and grid innovation within member territories and influence change throughout the state and country; and,
- developing sophisticated data analytics dashboards and visualizations to support programs and overall business goals.

The Program Manager will work independently and in teams, as needed, to perform assignments under the general direction of the Director of Decarbonization & Grid Innovation. The Program Manager may be assigned to assist in the work of other SVCE teams and perform related work and other analytic tasks for SVCE, as required.

Examples of anticipated assignments include developing avoided cost models, cost-effectiveness models for decarbonization initiatives, and GHG emissions reductions forecasts accounting for SVCE's programmatic activities; analyzing local and state policy related to decarbonization and developing creative policy and market transformation proposals for accelerating electrification; supporting the development of written reports and oral presentations for community training and workshops, legislative and professional groups, the Board of Directors, and SVCE staff; managing consultants and contractors.

SUPERVISION RECEIVED AND EXERCISED

This position reports directly to the Director of Decarbonization and Grid Innovation. Significant management of Program staff, consultants and contractors.

ESSENTIAL FUNCTIONS

Strategic Planning and Analysis

- Carry out technology, policy, and economic analysis to support the planning, design, development, and evaluation of the program portfolio to support decarbonization and grid integration across SVCE service territory.
- Contribute to ongoing work with staff from member jurisdictions to support local climate action plans and align with SVCE goals.
- Support the development and implementation of SVCE's overarching decarbonization roadmap.
- Write staff reports and presentations for Board and Committee meetings.
- Keep abreast of customer and market trends, patterns and issues through research and data analysis to inform modifications to strategy and programs.

Program and Policy Design

- Work closely with the other teams (Power Supply, Account Services & Community Relations, Legislative & Regulatory Affairs) as needed throughout a program's lifetime.
- Lead design and development of programs. Develop requests for proposals (RFPs) and lead RFP review and selection process.
- Manage the delivery of some programs directly or through management of consultants/contractors. Responsibilities include developing timelines, managing deliverables, and coordinating program execution.
- Support Account Services & Community Relations staff in program delivery, including marketing, communications and administration.
- Support the development of partnerships with local, state and federal agencies, national laboratories, universities, businesses, start-ups, and non-profits to create opportunities for program funding, new program markets and more effective program design and implementation.
- Support the development of applications in response to funding opportunities issued by the CPUC, CEC, BAAQMD, DOE, CARB, and other agencies.
- Track and report on program budget spending and allocations.

Subject Matter Expert (SME) Support for Legislative and Regulatory (L&R) Engagement

- Support integrated resource planning efforts.
- Act as SME to support the legislative and regulatory team in responding to public proceedings, weighing in on policy issues, and considering new legislation.
- Participate on calls with other parties and help coordinate comments that reflect SVCE positions.

Evaluation, Measurement and Verification (EM&V)

- Lead design and development of EM&V plans for programs and innovation pilots with SVCE's EM&V consultant
- During program lifetime, keep EM&V approach and objectives in mind when

adjusting programmatic elements.

- Lead development of EM&V report by managing consultant and reviewing materials.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Principles of electricity generation, transmission, distribution and infrastructure.
- Data analytics and statistics.
- End-to-end knowledge of retail customer programs (design, development, implementation, evaluation, measurement, and verification).
- Regulatory and legislative activities relating to decarbonization, distributed energy resources, demand response.
- Familiarity with policies and procedures at the CPUC, CEC, CARB, BAAQMD and the California ISO related to decarbonization, electrification, building codes, distributed energy resources, rates and customer programs.
- Deeper subject matter expertise in one or more of the following topics: state and local climate and energy policy, pathways to deep decarbonization, wholesale and retail power markets, resource planning, energy usage in the built environment, building codes and end uses, transportation electrification, grid integration, electric distribution system, and grid edge technologies.

Ability to:

- Proficiency in Microsoft Office Suite and GIS software.
- Superior project management skills, including managing multiple priorities.
- Self-directed and comfortable operating in a dynamic, fast-paced start-up environment.
- Ability to work independently or in a team, as needed.
- Excellent written and oral communication skills.
- Manage consultants and contractors in the performance of some of these duties.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

EDUCATION: A Bachelor's Degree from an accredited university or college in science, technology, engineering, mathematics, environmental science, or a related, quantitative field. A Master's Degree in the aforementioned fields can substitute for up to one year of the required experience. A Doctoral Degree in the aforementioned fields can substitute for up to three years of the required experience.

EXPERIENCE: Four (4) years, depending on level, of progressively responsible experience as an analyst or program manager at an electric utility, regulatory agency, cleantech company, or similar organization with emphasis on electrification of the built environment, mobility, or grid integration, or a closely related field.

LICENSE: Possession of a valid Class C California driver's license and a satisfactory driving record at the time of hire.

PHYSICAL AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT: Work is performed in a typical office setting with exposure to computer screens and at public events (fairs, meeting rooms, farmers' markets, etc.) with moderate noise and will require some evening and weekend work. The noise level in the work environment is usually typical of an office environment and public events.

PHYSICAL: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; reach with hands and arms. Employees are occasionally required to walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to 20 pounds. Employees must be able to communicate in person, in writing, and by telephone with Board members, management, co-workers, vendors, consultants, and with the public in face-to-face, one-on-one, and group settings.

VISION: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and, operate assigned equipment.

HEARING: Hear in the normal audio range with or without correction.

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