



SALARY RANGE:

\$76,932 – 120,894
\$92,320 - \$145,072
\$123,092 - \$182,630

POSITION TITLE:

**PROGRAMS SPECIALIST,
SENIOR PROGRAMS SPECIALIST,
PROGRAMS LEAD**

ABOUT THE DECARBONIZATION PROGRAMS AND POLICY DEPARTMENT

The Programs Specialist/Senior Specialist/Lead works within the Decarbonization Programs & Policy (DPP) department and collaborates closely with all groups within DPP and across other departments (Power Resources, Energy Services & Community Relations, Finance & Administration) to plan, design, and deploy a portfolio of programs and policies to achieve SVCE’s decarbonization goals. This role (hereafter referred to as “Programs Specialist”) may be filled as a Programs Specialist, Senior Programs Specialist, or Programs Lead based on candidate experience and SVCE needs.

The focus areas of the DPP portfolio include data, programs, and policy. SVCE’s efforts tackle transportation, the built environment, grid integration and innovation. In general, built environment efforts will catalyze efficient electrification and reimagine energy use. In general, transportation efforts will reduce emissions through the electrification of personal and commercial transport. In general, grid integration & innovation efforts will enable demand-side flexibility for achieving high-penetration renewables.

SVCE is in a unique position to lead initiatives that will positively impact customers across its member jurisdictions and have an impact beyond its borders. The Decarbonization Programs & Policy department 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, local municipal agencies, students and the community;
- evaluating decarbonization policies that can be adopted by member jurisdictions and removing roadblocks to their adoption;
- 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 Programs Specialist will work independently and in teams, as needed, to perform assignments under the general direction of a DPP Manager or Deputy Director. This role may be assigned to assist in the work of other SVCE teams or departments and perform related work and other analytic tasks for SVCE, as required.

Programs Specialists may be assigned to either the Policy and Government Initiatives or Community Programs teams, with job duties that include developing program designs; estimating GHG emissions reductions based on SVCE’s programmatic activities; analyzing local and state policy related to decarbonization; 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. Specific roles currently being recruited for are described separately at the end of this job description.

SUPERVISION RECEIVED AND EXERCISED

This position reports directly to the Deputy Director of DPP. Significant management of consultants and contractors is an anticipated part of this role, but there are no direct full-time staff reports.

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 Resources, Energy Services & Community Relations, Finance & Administration) as needed throughout a program's lifetime.
- Lead design, development and implementation of programs.
- Lead analysis and investigation of policy approaches to pursue locally and work closely with local agencies to identify and resolve key barriers to adoption
- 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.
- Coordinate with Energy 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 in 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.
- Summarize findings from programs and EM&V results into key takeaway documents and include in SVCE reports to help share learnings both internally and across the industry

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.
- Comfort with using databases to pull information and conduct analyses
- 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: Some number of 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.

- Programs Specialist: 2-4 years of experience
- Sr Programs Specialist: 4-6 years of experience
- Programs Lead: 6-8 years of experience

LICENSE: Possession of a valid Class C California driver's license and a satisfactory driving record are required to use company vehicles.

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 accommodation 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.

-----SVCE IS AN EQUAL OPPORTUNITY EMPLOYER-----



ROLE 1: POLICY AND GOVERNMENT INITIATIVES TEAM

The Decarbonization Policy and Government Initiatives team (PGI) lives within the Decarbonization Programs and Policy Department. PGI formed out of an understanding that technological advances and market structures are not enough to achieve decarbonization at the scale and speed necessary to avoid the worst impacts of climate change. Government policies, processes, and regulation play a key role in achieving rapid economywide decarbonization.

PGI focuses on 1) supporting policies that have the potential to catalyze electrification and 2) building the capacity of local governments to enable fast and widespread electrification.

Examples of the team's work include electrification reach code adoption, providing technical resources for permit modernization, providing grants to demonstrate electrification at community facilities, and coordinating a diverse set of stakeholder groups to build a coalition of support regionwide electrification

ABOUT THIS ROLE

This role will work closely with the Deputy Director of Decarbonization Programs and Policy to:

- 1) Build a broad-based coalition to advance the electrification of existing buildings with representation from housing groups, environmental advocates, contractors, and others.
- 2) Develop strategies to engage with community-based organizations, tenants' groups, and underserved communities to ensure electrification policies enhance equity goals and do not create unintended negative consequences on the vulnerable communities.
- 3) Coordinate collaborations, partnerships, and funding opportunities to advance transportation electrification in our region
- 4) Develop written and oral communications that summarize the lessons learned from SVCE's decarbonization programs. These materials will inform SVCE's larger legislative advocacy platform and be shared with local, regional, and state policymakers.
- 5) Work across the DPP department, and with SVCE's other legislative/regulatory staff, to identify key proceedings and initiatives as the state or local level. Begin to track and engage at a deeper level to advocate for the removal of key barriers to decarbonization through programs and policy.

Experience with, knowledge of, and/or a passion for incorporating equity into decarbonization is a strong plus for this role.

In the first ninety days of the job, the selected candidate will:

- 1) Conduct research (desk and interviews) to identify the top five legislative and regulatory barriers to electrification in SVCE's service territory.
- 2) Propose a set of services and resources SVCE can provide member agencies to support the development of large cross-jurisdictional grant proposals.
- 3) Support coordination of 3-5 stakeholder meetings on building electrification.

ROLE 2: COMMUNITY PROGRAMS TEAM

The Community Programs Team lives within the Decarbonization Programs and Policy Department. The Community Programs team advances SVCE's mission of reducing greenhouse gas (GHG emissions) by delivering programs that enable residential customers to decarbonize easily, quickly, and equitably. Such programs are intended to also facilitate early electrification efforts and to gather data and key learnings that may inform local and state policy decisions that can scale this impact. As such, the Community Programs team collaborates closely on programs and policy alignment with the Policy and Government Initiatives team within DPP. The Community Programs team may also support program design and deployment for small and medium businesses in collaboration with the Energy Services and Community Relations department.

Community programs provide technical assistance, financial incentives, or other services, to help customers fuel switch to using electricity in buildings and for vehicles. SVCE has been offering customer decarbonization programs since 2018, some examples of which include: FutureFit Heat Pump Water Heater program (incentives for water heaters); FutureFit Assist (technical assistance for EV infrastructure planning and design); Innovation Onramp (grant funding for innovative decarbonization-enabling technologies); and FutureFit Homes (incentives for whole home electrification), among others. The Community Programs team is also actively working to incorporate an equity lens into program design and to expand access to SVCE's underserved customers.

ABOUT THIS ROLE

This role will work closely with the Manager of Community Programs to:

- 1) Lead and support existing community decarbonization programs, including: program and budget management; consultant oversight; stakeholder engagement and collaboration; data collection; evaluation, monitoring, and verification of programs. Specific programs *may* include:
 - a. Direct installation of building electrification technologies and EV charging infrastructure at multi-family buildings, with a focus on underserved groups.
 - b. Exploring accessible financing options to support decarbonization.
 - c. Re-launching the Innovation Onramp program to foster growth of new technologies that enable decarbonization and grid innovation.
 - d. Implementation of the Programs Equity Framework, including designing an effective community relationship building strategy.
- 2) Brainstorm and research new program ideas to include in SVCE's portfolio, including gathering available data; vetting ideas with colleagues and external collaborators; assessing costs and benefits; and identifying a program pathway to deployment.
- 3) Coordinate collaborations, partnerships, and funding opportunities to advance building and transportation electrification in our region.
- 4) Develop written and oral communications that summarize the lessons learned from SVCE's decarbonization programs to inform future program design and support the PGI team's future policy efforts.

In the first ninety days of the job, the selected candidate will:

- 1) Conduct research and begin designing the Direct Install program for building and transportation electrification.
- 2) Plan and scope the next Innovation Onramp program cycle.
- 3) Identify scope and solicit consultant services to support effective engagement with community groups representing underserved communities.
- 4) Support design and implementation of ongoing programs.

DESIRED QUALIFICATIONS: The ideal candidate will have direct experience designing and implementing customer programs related to building decarbonization, energy efficiency, or electric vehicle infrastructure. Additionally, experience in one or more of the following is desired for immediate programs:

- grassroots equity-focused engagement efforts; and/or
- design/administration of financial assistance programs for low-moderate income residents, either within or outside the energy sector; and/or
- installation of electrification technologies and electrical systems in compliance with codes and standards.