



## **Power Procurement Analyst**

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated community choice aggregation (CCA) electricity provider across 32 communities within Los Angeles and Ventura counties, providing clean renewable energy at competitive rates. CPA is the largest CCA in California and 5<sup>th</sup> largest electric load serving entity in the State, serving over three million residents and businesses through approximately one million customer accounts.

### **What You'll Do**

CPA uses its market position to advance clean energy goals in a way that adheres to the local priorities of its member agencies. To further this mission, CPA is seeking a motivated, highly organized and detail-oriented team member to provide analytical and other support to our growing power procurement team. The power procurement team performs various functions related to the development and management of CPA's energy supply portfolio, including procurement of renewable, carbon free, conventional energy, and resource adequacy products to contribute toward CPA's target portfolio mix, comply with CPA's hedging strategies, achieve regulatory and legislative targets, and maximize benefits for CPA's customers.

This is an outstanding entry level opportunity to work at an important intersection of energy and climate policy in California, helping to restructure Southern California's energy market to rapidly reduce greenhouse gas emissions and provide local choice in energy supply and services.

### **Who You'll Work With**

Reporting to the Director of Power Planning and Procurement, the Power Procurement Analyst will work closely with the power procurement team, including short-term and long-term procurement staff.

### **Commitment to Diversity**

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### **Culture**

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team building the largest CCA in California, high levels of trust, collaboration, and mission alignment are key. We value transparency, responsiveness, and innovation.

### **Successful Candidates Must Demonstrate the Following Abilities:**

- Have strong analytical skills and attention to detail

- Handle multiple priorities to meet deadlines and escalate key issues
- Have good communication skills
- Have a strong work ethic and be comfortable taking initiative/working in a fast paced, start-up environment
- Work well on diverse teams and with consultants and be highly collaborative
- Demonstrate strong interest or previous experience in power markets

### **Duties and Responsibilities**

- **Origination Support:** Support administration of CPA's short-term and long-term requests for offers (RFOs), including tracking and organizing proposals for energy supply and assisting with RFO operations.
- **Contract Management:** Maintain CPA's contract database and monitor counterparty requirements, including letters of credit.
- **Settlements:** Conduct monthly power invoice settlements activities, including invoice monitoring and validation. Interface with CPA's finance team to ensure timely payment.
- **Position Management:** Assist with creation and maintenance of new position reporting dashboards (Excel, PowerBI, or Tableau) and resolve data integrity issues.
- **Compliance:** Assist with the preparation of various power supply compliance reports, including monthly and annual resource adequacy filings, and external data requests.
- **Market Analysis:** Research and assess market conditions and trends to guide CPA's power procurement strategies.
- **Reporting:** Using contract and market data to prepare effective reports and presentations for the procurement team, including supporting monthly management meetings.

### **Qualifications**

Candidates must have a Bachelor's degree. Up to 3 years of related energy sector experience is preferred.

### **Required Skills**

- Excellent organizational, interpersonal and analytical skills
- Have curiosity and desire to learn
- Ability to perform in dynamic work environment
- Proficiency in MS Office and in particular excel
- Demonstrated knowledge of energy markets is a plus
- Experience with data analysis tools such as R, Python and SAS is a plus

### **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

### **Salary and Benefits**

The salary range for this position is \$60,000-80,000, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position.

**How to Apply**

Candidates should send a succinct and well-written cover letter and resume with 3 references to [jobs@cleanpoweralliance.org](mailto:jobs@cleanpoweralliance.org). The start date for the position is as soon as possible and will remain open until filled.