



## **Project Manager, Data and Systems**

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5<sup>th</sup> largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

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

CPA is seeking a passionate, disciplined, results-oriented team member to manage all aspects of high-value networking projects, as well as having a hands-on role in the planning, designing, and execution of those projects. This position is responsible for coordinating the assignments, providing regular updates to all stakeholders and monitoring progress against the work plan to assure that objectives are met. The ideal candidate should demonstrate effective leadership skills with an ability to manage non-direct reports within a technical environment and ability to manage multiple projects simultaneously while leading each to a successful and timely completion.

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

The Project Manager, Data and Systems will report to the Director of Data and Systems. You will also work closely with the customer care, power procurement team, finance team, CPA's data manager, and other consultants as assigned.

### **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 that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

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

- High attention to detail with strong organizational and critical thinking skills.
- Strong project management skills.
- Budget development and tracking skills.
- Ability to handle multiple priorities to meet deadlines and escalate key issues.
- Ability to work accurately and swiftly under pressure.
- Good judgement and unshakable integrity.
- Ability to communicate effectively—both orally and in writing—as well as the ability to translate complex technical information into non-technical language.
- High tolerance for uncertainty as well as a strong drive to resolve it.
- Strong work ethic befitting a start-up environment.

## **Duties and Responsibilities**

- Applies technical and project management expertise while leading cross-functional resources to meet project requirements within established timeframes and budgets.
- Analysis of problems, development, and realization of solutions: Coordinates the gathering of requirements to define the scope and deliverables of the project in collaboration with all internal and external stakeholders. Ensure a common understanding by setting expectations in accordance with the project plan, aligning the stakeholders and team members.
- Development of functional system requirements and specifications: Quantifies and articulates desired outcomes and measurements.
- Identifies appropriate resources needed and develops a schedule to ensure timely completion of projects focusing on targeted outcomes.
- Development of long and short-term project plan(s) which defines tasks to achieve the project goals, including but not limited to establishing schedules, milestones, and adjustments as needs or financing for the project change.
- Delegating tasks on the project to employees best positioned to complete them.
- Making effective decisions when presented with multiple options for how to progress with the project.
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy.
- Communicating with management or peers to keep the project aligned with their goals.

- Perform quality control on the project throughout development to maintain expected standards.
- Manages changes to the project scope, project schedule, and project costs using appropriate verification techniques to keep the project plan accurate, updated, and reflective of authorized project changes.
- Maintain project controls that accurately reflect completed work against project plans, schedules, and budgets, and ensure user/management involvement at appropriate milestones.
- Implement the approved actions and workarounds required to mitigate project risk events to minimize the impact of the risks on the project.
- Provides and maintains all detailed project documentation including, but not limited to project definition, roadmaps, project plans, and testing plans, etc.
- Meets financial objectives by forecasting requirements, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Resolves problems, completes audits, identifies trends, determines system improvements, and implements change.
- Other duties as assigned.

### **Qualifications**

- BA or BS degree in technology-related discipline.
- MBA preferred.
- 3+ years' experience successfully managing projects of various size.
- PMP certifications a plus.
- Experience with PCs, Operating Systems, and MS Office.
- Ability to sit at a desk and work on a computer for prolonged periods.
- Currently, this position is temporarily remote; however, when the office reopens in September, this position is expected to report to our downtown Los Angeles office 2- 3 days per week. (The actual days of the week to be worked in the office will be determined by CPA, not by the candidate.)

### **Required Skills**

- Must possess excellent interpersonal, organizational, analytical, communication, documentation, presentation, and computer skills.
- Ability to work well with diverse teams and consultants and exchange technical information with management, personnel, and equipment vendors. Be able to thrive in a highly collaborative setting.
- High attention to detail.

- Critical thinking and negotiation.
- Budget development and tracking.
- Ability to handle multiple priorities to meet deadlines and escalate key issues.
- Possess a strong work ethic and be comfortable taking initiative while working in a fast paced, start-up environment.
- Ability to work in time series data in a relational database using SQL programming and other data analysis tools including Excel, Power BI, SAS, R, and Python.
- CCA experience is a plus.

### **Salary and Benefits**

The salary range for this position is \$85,730 - \$116,310, 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; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

### **How to Apply**

Candidates should apply at [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=3761728](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3761728).

The start date for the position is as soon as possible and will remain open until filled.