

Summary

East Bay Community Energy (EBCE) is a new community choice joint powers agency formed to serve 600,000 customer accounts across Alameda County with an annual load of over 6 TeraWatt Hours and is seeking candidates to join our growing agency and assume the following responsibilities as a legal analyst/paralegal. The legal analyst will work closely with the General Counsel and will be asked to perform the following duties:

- Legal Research
- Drafting, editing and reviewing contracts
- Drafting Resolutions and Board memoranda
- Organize Agency contracts and track ancillary documentation associated with contracts
- Respond to Public Records Act Requests
- Assist with drafting legal documentation
- Assist with legal and regulatory filings
- Involvement with the Board agenda process

Culture: EBCE fosters a culture of open communication, responsibility, curiosity, accountability and caring. As a small team, cultural fit is key to individual and team success.

Start date: The Legal Analyst/Paralegal Position is open until filled. Candidates should send a cover letter, resume, at least three professional references, answers to the questions below to jobs@ebce.org with "Legal Analyst" in the subject line.

Location/Employment: This position will be based in EBCE headquarters in Oakland. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply.

Compensation and Benefits: The salary range for this position is \$93,000 to \$124,000 depending upon the successful candidate's qualifications and experience. EBCE offers employee health and dental benefits as well as a retirement plan, paid vacation and sick time. Details will be available at the interview.

Position Details

Legal Analyst/Paralegal Essential Duties and Responsibilities

- Reviewing and drafting contracts, contract addenda and modifications
- Working on all facets of Board agenda preparation, including drafting and reviewing Board memos and letters, resolutions, and policies
- Legal and regulatory filings
- Helping to establish and organize EBCE's legal systems and protocols
- Coordinate with other EBCE staff or other Community Choice Aggregators
- Coordinate and lead responses to Public Records Act Requests
- Researching legal issues using various legal research tools

Desired Experience

- Bachelor's degree from an accredited college or university
- Minimum of five years of progressively responsible experience in a public agency or law firm working on primarily transactional matters, but with some experience with Rules of Court and filing regulatory pleadings
- Paralegal certificate or 2 years of equivalent experience
- Experience with a public agency, community choice aggregator, public utility, other electric load serving entity, or a closely related field

Competencies

- Computer skills: proficient in MS Word, MS Excel, MS PowerPoint, Adobe and Adobe Professional
- Analytical thinking: logical problem solving using a systematic approach
- Initiative: ability to work independently or as part of a team depending upon what the situation demands in an effort towards meeting job and project objectives in a timely manner; willingness to assume additional duties to assist EBCE
- Resourcefulness: employing the resources appropriate and necessary to completing the tasks at hand; thinking outside the box to address problems and find solutions
- Communication skills: effectively and professionally conveys information clearly both orally and in writing; good listener with an open mind towards others' ideas and suggestions

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

Submission Requirements: Applicants must submit a cover letter outlining key qualifications and reasons for your interest, current resume including education, three professional references and answers to the questions outlined on the following page of this Job Description. Please email these documents and any questions to: jobs@ebce.org.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

Job Specific Questions

Please provide succinct answers to the following questions using no more than 150 words per answer:

- 1) Please describe your experience working with public agencies and the laws applicable to public agencies such as the Public Records Act, the Ralph M. Brown Act and the Political Reform Act.
- 2) Please describe your experience researching legal issues, including: a) the types of issues; b) the sources or tools you used to complete your research; iii) how you conveyed this research to the legal team—i.e. orally, via e-mail, legal memorandum.
- 3) Please describe your experience related to drafting and reviewing contracts, including what tasks you performed and the types of contracts you worked with.
- 4) Please describe any experience working with regulatory agencies, specifically regulatory agencies that oversee electric load serving entities.
- 5) Please describe your working style.