

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: POLICY ANALYST
REPORTS TO: DIRECTOR OF STRATEGIC INITIATIVES
DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

(Check www.energymaine.com/opportunities/ for status updates)

ABOUT THE EFFICIENCY MAINE TRUST

The Efficiency Maine Trust (the Trust) is the independent administrator for programs to improve the efficiency of energy use and reduce greenhouse gases in Maine. The Trust does this primarily by delivering financial incentives on the purchase of high-efficiency equipment or changes to operations that help customers save electricity, natural gas and other fuels throughout the Maine economy. The Trust is a quasi-state agency governed by a Board of Trustees with oversight from the Maine Public Utilities Commission. More information on Efficiency Maine can be found at efficiencymaine.com.

GENERAL POSITION SUMMARY

The Policy Analyst will manage the Trust's participation in proceedings at the Maine Public Utilities Commission (PUC). As time allows, the Policy Analyst also will assist in representing the Trust's interests at the Maine Legislature and other policy and regulatory forums. The first priority will be handling all filings of the Trust's Triennial Plan before the PUC, including filing periodic updates and amendments. The Trust also participates in dockets involving non-wires alternatives, grid modernization, utility rate design, and renewable energy policy. The Policy Analyst will work closely with the Director of Strategic Initiatives and the Executive Director to organize the Trust's participation in multiple dockets, assist in drafting the Trust's filings, and review filings by other parties. Reviewing other parties' filings will entail synthesizing and summarizing their content and researching comparable policies emerging in other jurisdictions. Successful candidates should have an interest in advancing the Trust's work to promote energy efficiency solutions, including demand management, energy storage, and beneficial electrification (e.g., for heating and transportation). An understanding of energy policy and utility regulation is important. The Trust seeks candidates with superb writing and speaking skills as well as attentiveness to detail. This position contributes to a mission-driven, enjoyable, and stimulating work environment.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES (include but are not limited to):

- Coordinating Trust participation in PUC proceedings: Assist the Director of Strategic Initiatives in managing the Trust's participation in PUC proceedings across multiple dockets. This will include monitoring new case files, tracking deadlines and data requests, and ensuring that the Trust has sufficient resources to respond appropriately.
- Drafting filings: Work closely with the Director of Strategic Initiatives to draft filings. This will include reviewing past positions taken by the Trust and other parties, generating new positions that emerge from internal meetings, and synthesizing best practices from other jurisdictions.
- Monitor and support activities related to relevant state legislation: Track new and pending legislation, and help prepare testimony, as needed.
- Researching policies: In consultation with the Director of Strategic Initiatives, maintain a general awareness of emerging best practices in other jurisdictions as they pertain to the Trust's areas of focus.
- Preparing publications and presentations: Prepare material for inclusion in the Trust's publications and presentations, including the Annual Report, the Triennial Plan, and Annual Updates to the Triennial Plan.

SUPERVISORY RESPONSIBILITIES

- The Policy Assistant currently has no supervisory responsibilities over other members of the Trust staff.
 - The Policy Assistant may assist or manage the work of contractors or sub-contractors.
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POSITION REQUIREMENTS AND PREFERENCES:

- **Education:** Bachelor's degree required; preference for major or concentration in public policy, government, law, economics, environmental or energy studies, or a similar combination of education and work experience
- **Employment History:** Work experience in regulatory proceedings, policy analysis, or similar position required; experience in utility regulation or energy industry strongly preferred.
- **Skills Required:**
 - General – Capacity to use digital devices and software/apps (including, but not limited to, Microsoft Word and Excel) effectively and efficiently; attention to detail; and flexibility in handling multiple assignments at the same time;
 - Communications – Ability to speak, write and present in a clear, thorough and timely manner using appropriate and effective communication tools and techniques; demonstrated success in developing a clear understanding of the intended meaning of others; ability to communicate across all levels of the organization; and ability to handle phone calls professionally; comfort with networking among stakeholders;
 - Teamwork – Ability both to work alone and to foster teamwork, establish and maintain positive working relationships with others, both internally and externally, to achieve goals of the organization and to build a culture of customer service.
 - Critical thinking – Ability to understand materials presented by multiple parties, summarize their content, conduct analyses, and help draft the Trust's response.
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 - Problem solving – Ability to identify and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and resolve the problem.
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- **Skills Preferred:** Data analysis surrounding utility rate cases; project management; and ability to quickly and articulately draft formal written submissions on technical, legal and/or policy matters.
- **Knowledge Preferred:** Familiarity with utility regulation; understanding of utility-type programs (and related policies) such as demand-side management, energy efficiency, demand response and renewable energy.

Working Conditions

Usually works in an office, although working remotely may be required during the current COVID-19 pandemic situation. Occasional travel required.

Physical Demands

Most duties performed from seated position, with occasional standing and walking; frequent use of computer keyboard requiring finger dexterity and eye-hand coordination. Occasional driving required.

Compensation and Benefits

Compensation will be commensurate with qualifications and experience, and consistent with applicable laws. A competitive benefits package is offered, including employer-subsidized health and dental plans, short-term and long-term disability insurance, life insurance, and a retirement plan with employer match. Efficiency Maine Trust is an equal opportunity employer.

The above information is designed to outline the functions and position requirements of this job. It does *not* identify all tasks that may be expected, nor address the performance standards that must be maintained. Other duties are as assigned or as priorities of the Trust dictate.

Please send a resume and cover letter indicating that you are applying for the position of "Policy Analyst" and describe your interest in Efficiency Maine and relevant qualifications. If you do not live in Maine, describe your interest in the state. Send all materials to hr@efficiencymaine.com.
