



Staff Report Item 8

TO: East Bay Community Energy Board of Directors

FROM: Nick Chaset, Chief Executive Officer

SUBJECT: Overview of EBCE Staffing Plan and Hiring Progress

DATE: September 20, 2017

Recommendation

Receive update and provide feedback and direction as needed.

Background & Discussion

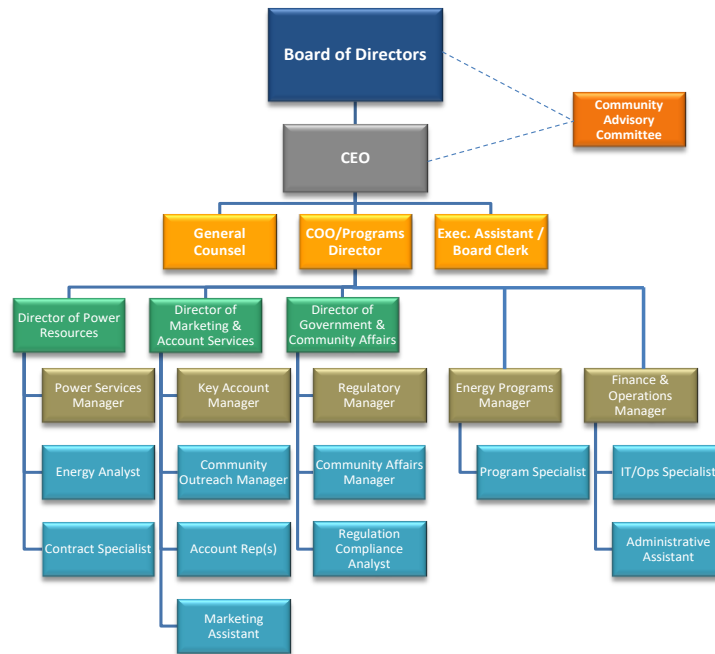
When EBCE reaches full operations by the end of 2018, it will be the largest CCA in the State of California serving approximately 600,000 customers representing over 1.5M people in the County of Alameda and its cities. EBCE has been and is still supported by staff from Alameda County Community Development Agency and consultants with expertise in various areas of expertise. However, now that EBCE has hired its Chief Executive, significant planning and progress has been made with respect to initial staffing design for the Agency, development of job descriptions, salary surveys of similarly situated utilities and CCAs, and initial recruitment efforts for key positions.

The following is a proposed/DRAFT organizational framework for MBCP's *initial* staffing and functional roles. It is anticipated that this organization chart will change and grow significantly as the Agency gets its bearings, brings more functions "in-house," obtains a permanent office location, and matures into operations. This chart and supporting job descriptions (many of which are still in process) were developed through examination of operating CCA staff structures as well as the experience and preferences of the CEO. The following near-term needs include:

- 1) Efficient initial staffing that can evolve and grow as the Agency finalizes credit availability and ascertains available skill sets of qualified candidates.
- 2) Initial emphasis on hiring core leadership team and administrative support
- 3) Emphasis on attracting an array of high quality talent with diverse skill sets, ethnicities, and professional backgrounds.
- 4) Flexible timing of staff hires to augment existing consulting support, current and near-term financial capacity, and available office space.

Initial/Draft Organization Chart

EBCE Organization Chart V.1



Progress and Next Steps

To date, EBCE has hired its second staff person, Stephanie Cabrera, in the role of Executive Assistant/Board Clerk. The following positions have been posted through a variety of channels and are currently still open. The level of interest and number of applications received thus far has been very high and bodes well for creating a first-rate team of qualified, committed professionals. The COO position has now closed and preliminary interviews have begun. Others remain open until filled.

- 1) Chief Operating Officer/Director of Programs

- 2) General Counsel
- 3) Director of Marketing and Account Services
- 4) Director of Government and Community Affairs (will post on Monday, 9/18)

The next positions to be filled will be COO/Director of Programs and General Counsel. Additional job postings will follow these four in the coming weeks with the goal of having 10-12 staff members on board by year-end and expanding out to 15-20 by the time of program launch.

Employee policies, benefits and an employee handbook will soon be developed and a workman's compensation policy is in place for existing hires.

Attachments: Job Descriptions