



## JOB DESCRIPTION

<b>Position Title:</b>	Analyst, Regulatory Affairs	<b>Facility:</b>	Cogentrix Energy Power Management, LLC
<b>Department:</b>	Regulatory	<b>Location:</b>	Charlotte, NC
<b>Reports to:</b>	VP – Regulatory Affairs	<b>Date:</b>	September 2020

Cogentrix provides a complete service offering to those looking to succeed in power plant operations and investments, including outstanding technical, commercial, and financial capabilities. For more than 35 years, we have stood out for our ability to execute acquisitions, financing, operations and asset improvements. Cogentrix has been directly involved in the development, ownership, operations and management of coal-fired, natural gas-fired, and solar power assets delivering a combined generating capacity in excess of 10 GW. Through the ownership and operation of these plants, Cogentrix has participated in most of the major power regions in the U.S.

### POSITION SUMMARY

The Regulatory Affairs Analyst will work with asset management and other relevant business groups, at the direction of the VP of Regulatory Affairs, in the coordination and administration of regulatory activities in the regions where Cogentrix is actively engaged. Coordination includes organizing, scheduling and communicating the weekly priorities for the activities of the V.P. of regulatory affairs, the applicable asset manager for each region, and the applicable commercial resource. Administration includes compiling and distributing concise written communications to internal Cogentrix recipients, maintaining online reports and schedules and coordinating regulatory filings.

### DUTIES AND RESPONSIBILITIES

- Work with the VP of Regulatory Affairs to ensure daily interaction and communication with asset management and commercial group to track asset optimization opportunities.
- Support the VP of Regulatory Affairs in communicating the issues, activities and impacts of regulatory actions to affected teams within the company.
- At the direction of the VP of Regulatory Affairs, provide reports of regulatory activity and manage impacts to the business.
  - Weekly: prepare a concise written overview of the top three to five issues in each region for email distribution to internal Cogentrix recipients.
  - Monthly: maintain a detailed report covering all relevant issues with concise descriptions of the impact, the Cogentrix strategy and timeline for resolution.
- Organize, schedule and communicate the weekly priorities for the regulatory activities of the V.P. of regulatory affairs, the applicable asset manager for each region, and the applicable commercial resource (origination and Princeton commercial desk).
  - State and federal regulatory proceedings – Administer, schedule and coordinate Cogentrix' participation in proceedings.
  - RTO meetings – Communicate with external consultants on behalf of the VP of Regulatory Affairs to ensure that Cogentrix personnel are aware of the ongoing stakeholder proceedings, the key issues impacting Cogentrix commercial interests, and the timeline for the implementation of material rule changes.
  - Legislative issues – Communicate with regional trade groups (i.e., NEPGA, P3, IPPNY and ACE NY) on behalf of the VP of Regulatory Affairs to coordinate Cogentrix involvement in legislative advocacy at the coalition level.

- Administer the drafting and filing of regulatory documents to ensure a timely process allowing for the approval by management, legal and other relevant business groups. Maintain a document tracking system to control and organize regulatory documents and filings for quick retrieval and reference of the business groups.
- Attend meetings and hearings on behalf of the VP or regulatory affairs to monitor and communicate activities and relay appropriate communications.

#### **EDUCATION/EXPERIENCE**

- Bachelor's Degree in Business or equivalent required.
- 3-5 years of experience in related activities.
- Excellent computer skills and proficiency with Microsoft Office with a particular competence in Microsoft Project, Word and Excel, and SharePoint.

#### **KNOWLEDGE/SKILLS**

- Excellent communications skills.
- Ability to organize and execute more than one task simultaneously.
- Ability to work with all levels of company personnel and succinctly communicate information.
- Ability to work within tight deadlines.
- Self-starter and creative thinker.
- Demonstrated high level of personal integrity.

#### **PHYSICAL REQUIREMENTS**

- Ability to travel up to 40% (often on relatively short notice).
- Ability to work in a standard office environment and operate computer and other office equipment.

Qualified candidates should send their resumes to [Careers@cogentrix.com](mailto:Careers@cogentrix.com).