



Regulatory & Government Affairs Associate

About the Organization

Caliber Strategies is one of California's leading strategy and regulatory advocacy firms. Unlike almost all other firms in the state, we specialize exclusively in California energy and climate policy and politics with a focus and expertise across the various energy and climate regulatory bodies. We represent some of the largest companies in the world as well as some of the most innovative startups.

Job Summary

The Regulatory & Government Affairs Associate plays a vital role in supporting Caliber Strategies' work in the clean energy and environmental sectors. This position combines detailed policy analysis with hands-on regulatory monitoring to help develop solutions for today's most complex energy and climate policy challenges. The ideal candidate will work directly with Caliber partners to track, analyze, and respond to regulatory developments across California's key environmental and energy agencies.

Position Details

- Location: Sacramento Preferred, Remote Okay
- Travel: If Remote, 25% travel within CA
- Position Type: Full-Time, Salary
- Education Requirements: Bachelor's required, Graduate preferred

Key Responsibilities

- **Policy Research & Analysis:** Conduct comprehensive research on statutory, regulatory, and policy matters, focusing on state and local laws, regulations, market developments, and industry standards in the energy and climate sectors. Provide detailed insights and recommendations to support client initiatives.
- **Regulatory Monitoring & Advocacy:** Attend hearings, workshops, and stakeholder meetings; prepare thorough summaries and real-time updates for clients and Partners. Track developments across California's energy and environmental regulatory agencies.
- **Strategic Communication:** Draft, edit, and proofread high-quality regulatory filings, client updates, and policy briefs under Partner supervision. Ensure clarity, accuracy, and alignment with client goals.
- **Client Engagement:** Act as a client-facing advocate, building strong relationships and ensuring seamless coordination of client priorities. Manage schedules, deliverables, and communication so as to keep clients informed of critical updates and deadlines.

- **Regulatory Advocacy Support:** Assist Partners in preparing for regulatory filings, hearings, and stakeholder meetings. Organize and maintain client materials, databases, and regulatory trackers to ensure seamless project management.
- **Rapid Response & Alert Monitoring:** Monitor and respond to regulatory developments in real-time, including outside regular business hours, to ensure clients and Partners are immediately informed of critical changes.
- **Agency Filings & Compliance:** Coordinate with government agencies and relevant stakeholders to arrange filings and service list deliveries. Ensure all submissions meet procedural and regulatory requirements.
- **Subject Matter Expertise:** Demonstrated subject matter expertise in California climate and energy policy is a strong advantage but not strictly required. Familiarity with proceedings at agencies such as the California Public Utilities Commission, California Air Resources Board, or California Energy Commission is a bonus. Applicants with expertise in policy development are strongly encouraged to apply.

Qualifications

- BA/BS degree required, MA/MS preferred
- Minimum of 3-5 years of work experience in a regulatory or policy setting, experience working on energy and climate policy preferred
- Superior written and verbal communication skills, including ability to quickly and succinctly summarize complex issues
- General knowledge of and familiarity with state-level regulatory entities in the transportation, energy, and climate sectors
- Passion for regulatory process and politics
- Strong analytical and research skills
- Extreme attention to detail a must
- Aptitude and willingness to work with complex procedures
- Strong organizational and time management skills
- Ability to manage multiple priorities and adjust to changing priorities
- Ability to work well under pressure, facilitate solutions, and meet deadlines
- Strong team player

Benefits

Caliber offers a competitive package of benefits that includes:

- Annual bonuses
- 100% employer paid health premium options available for all full-time staff
- Retirement with employer contributions
- Unlimited Paid-time-off (PTO)
- \$2,500 financial advisor stipend
- Overall salary commensurate with experience

This is the job for you, if you want: a fast-paced, fun work environment with dedicated, hard-working co-workers; a challenging and interesting job, working with clients who are involved in valuable and important projects; a work environment where we take our corporate values and culture seriously; and above all, a job that helps make the world a better place.

To Apply

Email resume and cover letter to info@caliberstrat.com with "Regulatory & Government Affairs Associate" in the subject line. Learn more about the firm at www.caliberstrat.com.