



DEPT OF CITYWIDE ADMIN SVCS  
Job Posting Notice

**Job ID:** 192762 **# of Positions:** 1  
**Business Title:** Building Benchmarking Analyst  
**Civil Service Title:** ADMINISTRATIVE STAFF ANALYST (  
**Job Category:** Clerical & Administrative Support  
**Career Level:** Experienced (non-manager)  
**Title Code No:** 1002A **Level:** 00  
**Proposed Salary Range:** \$ 56,937.00 - \$ 70,000.00 (Annual)  
**Work Location:** 1 Centre St., N.Y.  
**Division/Work Unit:** Office of Energy Conservatio

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### Job Description

#### Division Description:

The Department of Citywide Administrative Services' Energy Management Line of Service (DEM) oversees the implementation of municipal building and operational energy programming and strategy for the achievement of the City's carbon emissions reduction goals, first established by the City's PlaNYC Energy Initiative and further developed in the Mayor's One City, Built to Last plan. This implementation includes energy efficiency retrofits, improved operations and maintenance, clean distributed generation deployment, and upgrades to the City's vehicle fleet, streetlights, and wastewater treatment infrastructure. DEM also manages the purchase of electricity, natural gas and steam for City-owned and operated facilities, processing utility bills and developing the City's annual energy budgets for 80 agencies and more than 4,000 facilities.

#### Job Description, Building Benchmarking Analyst:

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Staff Analyst I to serve within DCAS Energy Management's Office of Performance Tracking and Analytics as the Building Benchmarking Analyst. The Building Benchmarking Analyst will maintain and support annual building benchmarking process for all municipal buildings, oversee the process schedule through all process steps, control benchmarking deadlines, and ensure compliance with provisions of Local Law 84/2009. The Building Benchmarking Analyst will also coordinate the annual benchmarking process with all City agencies, collect and verify required data, provide required regular and ad-hoc reporting, support other projects in the Office of Performance Tracking and Analytics, and contribute to various DEM projects and initiatives.

Under the leadership of the Director of Performance Tracking and Analytics, with latitude for independent judgment, the Building Performance Analyst's duties will:

- Maintain and support annual building benchmarking process for all City buildings
- Provide compliance with Local Law 84/2009 for all City buildings
- Maintain NYC LL84 Portfolio, consists of City owned and leased buildings that are subject to LL84
- Verify and update City building characteristics in coordination with operating agencies
- Verify and update utility meter allocation in coordination with operating agencies
- Identify and resolve various building and energy data issues
- Maintain a process of data synchronization with ENERGY STAR Portfolio Manager
- Communicate with other City agencies regarding LL84 compliance issues

- Maintain and support Energy STAR Portfolio Manager accounts for City agencies
- Maintain archive of electronic documents related to annual benchmarking process
- Participate in regular and ad hoc reporting
- Participate in various projects related to DEM's initiatives to reduce city government energy consumption and greenhouse gas emissions

### Minimum Qual Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

### Preferred Skills

- Advanced knowledge of Microsoft Excel 2013, including pivot tables, charts, and lookup functions; experience desired: PowerPivot, Power View, and Power Map;
- Advanced knowledge of Microsoft Access 2013, and relational databases; experience desired: query design and SQL;
- Strong analytical and data presentation abilities;
- Well-organized, detail-oriented and flexible to handle multiple responsibilities and deadlines simultaneously;
- Strong communication and presentation skills;
- Some or all of the following: knowledge and experience in Microsoft Visio, PowerPoint; background in engineering or environmental studies;
- Familiarity with energy cost, savings and greenhouse gas calculation methodology; familiarity with energy and environmental issues;
- Familiarity with issues pertaining to energy efficiency in existing buildings;

### To Apply

Please go to [www.nyc.gov/careers](http://www.nyc.gov/careers) or [www.nyc.gov/ess](http://www.nyc.gov/ess) for current NYC employees and search for Job ID#: 192762

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

### Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**POSTING DATE:** 05/14/2015

**POST UNTIL:** 06/13/2015

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