

**City of New York  
DEPT OF CITYWIDE ADMIN SVCS  
Job Posting Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst (NM)	<b>Level:</b> 00
<b>Title Code No:</b> 1002D	<b>Salary:</b> \$75,000-\$90,000
<b>Business Title:</b> Utility Cost Containment Director	<b>Work Location:</b> 1 Centre St., N.Y.
<b>Division/Work Unit:</b> Office of Energy Conservation	<b>Number of Positions:</b> 1

**Job Description**

**Division Description:**

The Department of Citywide Administrative Services' Energy Management Line of Service (DEM) oversees City government's goals to reduce greenhouse gas emissions from government operations 30% by 2017, provide cleaner resources, and enable resiliency, through efficiency and renewables projects, performance tracking, and training. 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, Utility Cost Containment Director**

The Department of Citywide Administrative Services seeks a Cost Containment Director for its Energy Management line of service (DEM) to serve within Office of Energy Budget, Supply and Reporting. The Cost Containment director will be responsible for program design, implementation, analysis, and management in areas of utility bill auditing and targeted procurement for the office that manages the energy accounts and provides oversight reports to City agencies. This is a new position intended to achieve demonstrated expense savings. The Director will utilize his/her own knowledge and experience, along with current DEM processes and industry standard processes, to review and interpret utility/supplier bills and datasets to identify billing anomalies which may result in savings opportunities. The Director will be responsible for developing analytic processes and reports, including a tracking system to follow up with utilities and third-party suppliers to resolve errors, provide regular reports, and train other City agency staff in bill review. S/he will also oversee targeted energy purchases.

The selected candidate will be expected to develop and maintain professional working relationships with utilities and suppliers, and must be highly organized with good time management skills. The candidate must have advanced Excel abilities, and demonstrated ability to work with large databases, providing quantitative and graphical analyses. We also seek a candidate with proven professional oral and written communication.

Responsibilities will include but are not limited to:

- Utilizing industry and departmental bill auditing best practices, apply utility terminology and units of measure, weather related usage patterns, market related changes and internal audit process to analyze utility bills and billing data, in order to distinguish billing errors from normal variations in usage, rates, and cost.
- Utilize existing reports, and develop a new comprehensive variation analysis report, incorporating recommendations of DEM's bill auditing consultant
- Based on analysis of reports, prepare monthly list of anomalies for distribution to utility companies.
- Develop internal and external (utility company) resolution tracking systems, and use them to provide monthly summaries covering anomalies identified, credits requested, credits received, and trends by utility company.
- Facilitate and/or coordinate billing issue resolution; aggressively pursue cost savings opportunities on department's behalf through persistent follow up with utility and supplier personnel.
- Incorporate new reports and information into DEM outreach training to other City agencies to enlist agency energy personnel in bill review.
- Develop standards and approach to competitive gas purchasing, establishing system for tracking results against standard purchasing, and work with DCAS procurement staff on procurement opportunities.
- Monitor changes in utility tariffs

**Minimum Qualification 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**

- Have ability to read and understand gas/electric/steam utility bills and rate schedules; have working knowledge of utility tariffs and rate schedules
- Minimum two years experience with utility billing

**To Apply**

Please go to [www.nyc.gov/careers](http://www.nyc.gov/careers) or to [www.nyc.gov/ess](http://www.nyc.gov/ess) for current City employees and search for Job ID # 153946

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

**Posting Date:** July 7, 2014

**Post Until:** August 6, 2014

**JVN: 868-2015-153946**

**The City of New York is an Equal Opportunity Employer**