

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> NM
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$75,000 - \$88,649
<b>Office Title:</b> Building Performance Analyst	<b>Work Location:</b> One Centre Street, Manhattan
<b>Division/Work Unit:</b> Energy Management/Performance Tracking & Analytics	<b>Number of Positions:</b> 1

**Hours/Shift:** Day / 35 Hours

**Job 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 renewable energy 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, Building Performance Analyst**

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Staff Analyst to serve within DCAS Energy Management's Office of Performance Tracking and Analytics as the Building Performance Analyst. The Building Performance Analyst will analyze and manage building energy performance with respect to local laws and investment priority; improve and enhance reporting capabilities, define and track specific and aggregated building performance metrics; provide reports necessary for municipal buildings performance tracking, 30x17 progress analysis. The Building Performance Analyst will also 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:

- Define and describe energy performance metrics for buildings in municipal portfolio; develop prioritization criteria; Track buildings performance metrics over time, analyze trends and dependencies, and develop recommendations;
- Provide written and graphic summaries of key issues and analytic findings; create various charts and graphs using best practices in data visualization. Develop illustrative and analytical reports; identify filtering, sorting, grouping criteria for large data sets.
- Develop analytic plans on specified topics; study and apply best practices in building energy performance analysis and reporting; coordinate the design, development, production, maintenance and distribution of building performance reports;
- Perform analytic tasks, including data analysis and management, using modern statistical and mathematical methods;
- Use data analysis and analytics to identify and prioritize municipal facilities with potential for energy use reduction and GHG emissions reduction, and to identify potential for specific projects;
- Respond in a timely manner to ad hoc analytic and informational requests from both internal and external stakeholders;
- Identify and monitor DEM needs in reporting, data analysis, data mining, and data visualization; develop suitable solutions;
- Support other projects and initiatives in the Office of Performance Tracking and Analytics and DCAS Energy Management as required.

**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

The candidate should:

- have a master's degree in mathematics, statistics, data analytics, or related
- have a strong verifiable experience in data analysis, data visualization, and reporting, understanding of performance management and data management;
- have a strong verifiable experience in using mathematical and statistical software applications;
- have an advanced knowledge of Microsoft Excel 2013, including pivot tables, charts, PowerPivot, PowerView, GeoFlow;
- have an advanced knowledge of Microsoft Access 2013, relational databases, query design and SQL;
- be well-organized, detail-oriented and flexible to handle multiple responsibilities and deadlines simultaneously;
- have strong communication and presentation skills;
- have familiarity with issues pertaining to energy efficiency in existing buildings;
- possess some or all of the following: knowledge and experience in Crystal Reports, Microsoft Visio, and PowerPoint; familiarity with energy and environmental issues; background in engineering or environmental studies.

### Residency Requirements

NYC 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.

### To Apply:

Please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs) or [www.nyc.gov/ess](http://www.nyc.gov/ess) for current NYC employees and search for Job ID#: **171767**  
NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Post Date: **10/16/2014**

Post Until: **11/15/2014**

Job ID: **868-2015-160096**