



Office Title: Energy Policy Analyst
Civil Service Title: Administrative Staff Analyst
Title Code: 1002A
Division/Work Unit: Energy
Salary: \$56,937-88,649
Posting: 151256

Job Description

Under executive direction, the selected candidate will provide energy management training and professional development opportunities for DEP staff and work with training coordinators to integrate energy principles into existing training modules; develop reports and marketing materials on DEP energy use and initiatives; research and apply for grant opportunities; research best management practices of energy management at water and wastewater utilities; foster partnerships with external entities for research and development opportunities; create and manage internal and external website content; prepare reports and presentations to executive management.

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 Qualifications

Strong written and verbal communication skills; solid knowledge of Excel and PowerPoint; demonstrated experience of producing high-quality data analysis and reports; knowledge of graphics design desirable; and proven ability to multitask and perform under pressure and tight deadlines.