

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

Civil Service Title: STAFF ANALYST TRAINEE	Level: 00
Title Code No: 12749	Salary: \$35,538.00/\$35,538.00-\$40,869.00 (Annual)
Business Title: Staff Analyst Trainee	Work Location: 1 Centre St., N.Y.
Division/Work Unit: Energy Management	Number of Positions: 1
Job ID: 199523	Hours/Shift: 35 Hours Per Week
Job Description	
<p>The Department of Citywide Administrative Services (DCAS) Energy Management Line of Service (DEM) oversees the implementation of municipal building and operational energy strategy and programming 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 to reduce emissions 80% by 2050 with an interim reduction target of 35% by 2025 (35x25). This implementation includes energy efficiency audits and retrofits, improved operations and maintenance, clean distributed generation deployment in City buildings and upgrades to the City's streetlights and wastewater treatment infrastructure. DEM 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. DCAS Energy Management's Office of Client Agency Engagement (CAE) is seeking to hire a Staff Analyst Trainee to assist with the expansion of the Office's programs to improve energy conservation measures at City agencies and administration of the Energy Management Institute. Position duties and responsibilities include: Assist with the expansion of several programs, including tracking, reporting, invoicing and budgeting; Conduct research for guidelines, protocols and best practices for implementation; Assist with purchasing, procurement and the development of contracting resources; Develop program resources materials and information for distribution; assist with event planning; Assist new agencies with accessing the Energy Management Institute classes and boiler training programs; Develop centralized agency contact list database, including tracking and updating contacts;</p> <p>Note: Only permanent Staff Analyst Trainees and applicants who passed Exam No. 4060 for Staff Analyst Trainee will be considered.</p>	
Minimum Qualification Requirements	
A baccalaureate degree from an accredited college.	
Preferred Skills	
Solid quantitative skills and knowledge of Microsoft Excel; strong verbal and written communication skills; knowledge of energy and/or environmental issues; knowledge of database management and website development/maintenance; understanding of performance tracking.	
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.	
To Apply	
Please go to www.nyc.gov/jobs or www.nyc.gov/ess for current NYC employees and search for Job ID 199523. No phone calls, faxes or personal inquiries permitted. Only those candidates under consideration will be contacted.	
Posting Date: 07/13/2015	Post Until: 08/09/2015

The City of New York is an Equal Opportunity Employer