

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

<b>Civil Service Title:</b> CITY PLANNER	<b>Level:</b> 02
<b>Title Code No:</b> 22122	<b>Salary:</b> \$57,497.00/\$60,000.00-\$80,000.00 (Annual)
<b>Business Title:</b> Energy Operations Analyst	<b>Work Location:</b> 1 Centre St., N.Y.
<b>Division/Work Unit:</b> Energy Management	<b>Number of Positions:</b> 1
<b>Job ID:</b> 199653	<b>Hours/Shift:</b> 35 Hours Per Week

**Job Description**

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, established by the City's OneNYC Energy Initiative and further developed in the Mayors One City, Built to Last plan to reduce emissions 80% by 2050 (80x50) 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 district 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. DEM seeks to hire an Energy Operations Analyst to work within its Office of Energy Policy and Program Implementation (EPPI). EPPI is DEM's policy development and program management hub including compliance with Local Law 87 of 2009, energy efficiency project implementation through existing City contracts, development of new programs to diversify implementation of cost-effective energy efficiency work, and development of policy recommendations and planning documents in furtherance of the City's 80x50 goal. EPPI has a budget of over \$200M in Fiscal Year 2016 and is currently overseeing energy efficiency work in over 600 buildings. Under the leadership of the Deputy Assistant Commissioner of Energy Policy and Program Implementation, with wide latitude for the exercise of independent judgment and initiative, the Operations Analyst will: Provide analytical, communications, and organizational support, working closely with all members of the EPPI team; Conduct research and analyses on a wide range of topics including but not limited to: -Project analysis including measurement and verification, -Program evaluation, -Global cities and regional energy efficiency strategies and program structures that accelerate implementation of energy efficiency and distributed energy resources, -Best practices in energy performance contracting and program administration, -Potential impacts of Reforming the Energy Vision on project prioritization and funding opportunities; Summarize research findings and make recommendations to the Deputy Assistant Commissioner; Propose implementation strategies for integrating new approaches into EPPI program portfolio; Develop high-level tracking and reporting tools for EPPI portfolio in coordination with DEM's Office of Performance Tracking and Analytics; Participate in industry stakeholder groups, as needed. This position requires a passion for and dexterity with data analytics; an ability to make informed assumptions to accurately answer research questions with the data available; a capacity for extrapolating the findings of analyses and making connections with existing and new programs and the needs and opportunities therein; a vision for how to integrate actionable recommendations into existing program structures; an aptitude for exercising independent judgment and self-direction to navigate these steps autonomously; an understanding of energy efficiency sector; experience with strategic planning and program management. Interested candidates are strongly encouraged to take relevant upcoming civil service exams. For more information, please visit: [http://www.nyc.gov/html/dcas/html/work/exam\\_monthly.shtml#oc](http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml#oc)

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college or university and two years of satisfactory full-time experience in city planning; or
2. A satisfactory combination of education and/or experience that is equivalent to 1" above. Graduate education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development or related fields may be substituted for experience on the basis of 30 graduate semester credits from an accredited college for one year of experience. However, all candidates must have a baccalaureate degree.

**Special Qualification Requirements**

**Assignment Level III**

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

**Assignment Level IV**

To be eligible for placement in Assignment Level IV, individuals must have, after meeting the minimum requirements, two additional years of professional experience as described in "2" above.

**Preferred Skills**

The candidate should also possess some or all of the following: One to two years of energy analysis and/or administration experience;

A baccalaureate degree from an accredited college in in Energy Policy, Engineering, Environmental Policy, Environmental Science, Political Science, Public Administration, Public Policy, Urban Planning, or a closely related field; Exceptional organizational and analytical abilities; Strong written and verbal communication skills; Aptitude for strategic planning and policy implementation; Familiarity with energy efficiency retrofits in existing buildings; Comfort with public speaking and group engagement; Familiarity with energy cost, savings and greenhouse gas calculation methodology; Must be well-organized, detail-oriented and flexible to handle multiple responsibilities and deadlines simultaneously; Familiarity with City of New York budget and contracting processes.

### **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/careers](http://www.nyc.gov/careers) and search for Job ID # 199653.

For current City employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess) and log into Employee Self Service.

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

**Posting Date:** 07/13/2015

**Post Until:** 08/12/2015

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