
Job Title	Analyst, Strategic Planning
PVN ID	VA-2012-003796
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Building Performance Lab
Status	Full Time
Annual Salary	\$75,504.00 - \$75,504.00
Hour(s) a Week	35
Closing Date	Feb 23, 2021 (Or Until Filled)

General Description

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps their agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline. For this specific role, on behalf of DEM, CUNY BPL seeks an Analyst to serve within DEM's Strategic Planning Unit. The Analyst will be located within Strategic Planning, but work closely with other units to increase efficiency, effectiveness, and transparency across the division.

Other Duties

During their assignments, the person's responsibilities may include the following:

- Identifying and implementing process improvements across the division, including developing standard operating procedures.
- Supporting strategic agency communications and touchpoints across the division.
- Conducting qualitative and quantitative analysis to recommend effective solutions to problems.
- Preparing high-quality strategic deliverables.

Qualifications

The ideal candidate will bring the following education, skills, and experience to this position:

- A master's degree from an accredited college or university with specialization in an appropriate field.
- Three years of responsible full-time experience in strategic planning, management consulting, or operations.
- Energy efficiency background or knowledge.
- City government background or knowledge.
- Exceptional problem-solving and analytical skills.
- Strong personal commitment to efficiency and motivation to develop and apply new expertise.
- Track record of taking initiative to solve identified needs, with appropriate stakeholder consultation along the way.