Job Title	Data Analyst, Benchmarking (Energy)
PVN ID	VA-2102-003869
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 - $85,000.00
Hour(s) a Week	35
Closing Date	Jun 30, 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 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 to hire a talented Data Analyst, Benchmarking to support the energy usage benchmarking process for City buildings required by Local Law 84 of 2009. They also help identify energy efficiency project opportunities for City buildings.

Other Duties

Under the assignment, the person's responsibilities will include the following:

- Supporting the annual building energy benchmarking process for City buildings.
- Supporting the day-to-day identification and planning of energy efficiency projects across the City government portfolio through timely and actionable analysis.
- Improving and enhancing DEM's reporting capabilities.
- Responding to information and analytical requests from a broad range of internal and external

stakeholders.

Qualifications

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

- A bachelor's and ideally a master's degree in mathematics, statistics, data analytics, or related.
- Strong, verifiable experience in data analysis, data visualization, and reporting.
- Strong, verifiable understanding of data management best practices.
- Strong, verifiable experience with mathematical and statistical software applications.
- Advanced knowledge of Microsoft Excel, including pivot tables, charts, Power Pivot, Power View, and Power Map.
- Advanced knowledge of Microsoft Access, relational databases, query design, and SQL.
- Knowledge of Crystal Reports, Microsoft Visio, and PowerPoint.
- Familiarity with issues pertaining to energy efficiency in existing buildings.
- Background in engineering or environmental studies.
- High level of organization and attention to detail.
- Flexibility to handle multiple responsibilities and deadlines simultaneously.
- Strong communication and presentation skill.