

<b>Job Title</b>	Analyst/Associate Analyst, Strategic Planning Unit
<b>PVN ID</b>	VA-2103-003901
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Building Performance Lab
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$64,140.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 04, 2021 (Or Until Filled)

## General Description

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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 is seeking an Analyst to serve within DEM's Strategic Planning Unit. The person will offer key analytical support to the Planning and Internal Consulting ("PIC") Team, within the Strategic Planning Unit and work closely with other units to deliver on DEM's commitments to emissions reductions while increasing effectiveness and transparency across the division. Please note: In their cover letters, candidates should specifically describe their analytical and technical experience.

## Other Duties

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The Analyst's responsibilities are likely to include the following:

**Methodology development** | Develop rigorous analytical methodologies to identify and solve problems.

Contribute to thoughtful review of methodologies developed by others, including external consultants.

**Quantitative and qualitative analysis** | Perform quantitative and qualitative analyses to support decision-making using a variety of energy, financial, program, and policy datasets. The Analyst's work products should demonstrate a high degree of rigor and insight. Contribute to thoughtful review of analytical work performed by others, including external consultants.

**Findings and recommendations development** | Produce crisp findings deliverables (workbooks, documents, and slide decks) that provide analytical insights and enable decision-making. Develop and implement both strategic and tactical recommendations based on findings.

**Pathways Model management** | Maintain, update, and use the Excel-based Pathways Model. This model was developed for DEM's Local Law 97 ("LL97") Implementation Action Plan to track the City's performance against emissions reduction targets and reallocate emissions reductions among sectors and agencies as needed to ensure the City achieves LL97 compliance.

**Project management** | As related to core analytical work, contribute to effective management of workplans for assigned projects. Work both independently and in collaboration with others to deliver projects on time and on scope.

**Stakeholder engagement** | As related to core analytical work, conduct relevant stakeholder engagement within DEM and across the City to support analytical needs. Communicate and collaborate with a diverse set of stakeholders who have a variety of backgrounds and skillsets on both short and longer-term projects.

## Qualifications

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

- A bachelor's degree from an accredited college or university or equivalent experience.
- At least two to five years of responsible full-time professional experience, preferably within a strategic planning, management consulting, operations, or government context.
- At least two to five years of analytical experience working with large sets of relevant data including: building systems, energy consumption, greenhouse gas emissions, or local law compliance.
- Practical expertise in spreadsheet design, formula development, Microsoft Excel macros, and troubleshooting large analytical workbooks.
- Demonstrated subject matter knowledge or expertise in the areas of building energy efficiency, clean energy, and/or climate change mitigation.

- Proven ability to communicate complex processes or analytical methods to a variety of stakeholders.
- A track record of taking initiative to solve identified needs, with appropriate and timely stakeholder engagement along the way.
- Strong personal commitment to efficiency and motivation to develop and apply new expertise.
- Excellent relationship management and customer services skills.
- Familiarity with the City's energy efficiency initiatives and relevant local laws is a plus.
- City government background or knowledge is a plus.
- A master's degree or equivalent analytical experience is a plus.