



<b>Job Title</b>	Analyst/Associate Analyst, Talent & Organizational Developme
<b>PVN ID</b>	VA-2103-003902
<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>	\$54,140.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 04, 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 an Analyst/Associate Analyst to serve within DEM's Strategic Planning Unit. The Analyst/Associate Analyst will offer program management and strategic communications support to the Talent and Organizational Development ("TOD") Team. They will work closely with DEM's Human Resources Business Partner and other program managers within the TOD Team. The person in this role will help increase organizational effectiveness, support workforce planning, and establish personnel programs and resources.

## Other Duties

---

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

*Under the domain of program management:*

- **Overall program management support** | Contribute to the effective, efficient management of programs falling under the TOD Team (“TOD programs”) and partner with existing program managers to support day-to-day operations. For personnel-related programs, provide support for recruitment and onboarding activities.
- **Ongoing program development** | Partner with existing program managers to identify and implement recommended policy changes and process improvements. Develop program resources and tools to support continuous improvement.
- **Budget management and performance tracking support** | Support invoice management and budget tracking for TOD programs. In addition, contribute to timely, accurate reporting of performance metrics for TOD programs, including collecting and analyzing data.
- **Special project support** | Serve as a project manager for distinct talent, organizational, and workforce development special projects.

*Under the domain of strategic communications:*

- **Communications materials development** | Develop and revise division-wide materials to communicate updates, successes, and challenges to varied audiences, ranging from internal stakeholders to the public.
- **Deliverable production** | Support development of high-quality deliverables for internal and external communications (print and online communications).

## Qualifications

---

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

- A bachelor’s degree from an accredited college or university with specialization in an appropriate field.
- At least two years of responsible full-time work experience, preferably within a people operations, learning and development, or strategic planning context.
- Excellent written, verbal, and graphic communication skills, with ability to produce polished, well-structured deliverables.
- Strong personal commitment to efficiency and motivation to develop and apply new expertise.
- Strong problem-solving skills and a track record of taking initiative to solve identified needs, with appropriate and timely stakeholder consultation along the way.
- Energy efficiency background or knowledge is a plus.
- City government background or knowledge is a plus.