



| | |
|-----------------------|--|
| Job Title | NYC Emissions Reduction Analyst |
| PVN ID | VA-2209-005084 |
| Category | Managerial and Professional |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | DCAS, Division of Energy Management |
| Status | Full Time |
| Annual Salary | \$70,000.00 - \$76,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Oct 27, 2022 (Or Until Filled) |

General Description

Under the New York State Energy Research and Development Authority's (NYSERDA) Clean Energy Communities Program (CECP), Solar One is seeking to hire a person for the position of NYC Emissions Reduction Analyst. The person will be placed within New York City government, working with NYC's Department of Citywide Administrative Services' Division of Energy Management (DCAS DEM). The person also will coordinate closely with NYSERDA and other relevant NYC agencies and offices.

This is intended to be a one-year position, subject to performance, with the possibility of an extension or transition to New York City employment.

The NYC Emissions Reduction Analyst will help reduce emissions and energy consumption across the City by supporting the implementation of the Local Law 97 Implementation Action Plan (LL97 IAP) with a focus on supporting strategic project delivery vehicle development. The NYC Emissions Reduction Analyst will embed within DEM's Strategic Planning Unit, which places a critical role in structuring and advancing DEM's overall work, effectively operating as an in-house consultant.

Other Duties

Under this assignment, the person's responsibilities may include the following:

- **Contributing to major program development and transformation across the division in support of LL97 IAP implementation** | Contributing to the development of new programs and initiatives and the transformation of existing programs and initiatives across the division to advance LL97 IAP implementation. Building on work already done to date as part of the LL97 IAP to identify critical policy and operational changes across the City and working with internal and external stakeholders to enact these changes.
- **Conducting quantitative and qualitative analysis** | Performing quantitative and qualitative analyses to support decision-making using a variety of energy, financial, program, and policy datasets. Contributing to thoughtful review of analytical work performed by others, including external consultants.
- **Developing findings and recommendations** | Producing deliverables (workbooks, documents, and slide decks) that provide analytical insights and enable decision-making. Developing and implementing recommendations based on findings.
- **Contributing to special projects across the division** | Drawing on skills in strategic planning, project management, and quantitative and qualitative data analysis, completing specific plans and studies and implementing high-priority operational improvements.

Qualifications

Qualifications:

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

Technical Skills

- Fluency in Microsoft Office, including advanced Excel and PowerPoint
- Research
- Strong writing skills
- Data analysis

Soft Skills

- Written and verbal communication
- Time management
- Attention to detail
- Problem solving
- Adaptability

Experience and Subject Area Expertise

The ideal candidate will bring following skills and experience:

- A master's degree in a relevant field, such as business, climate science, engineering, energy management, sustainability, or urban planning and three years' full-time professional experience working in energy or sustainability.
- Knowledge of NYC's energy and emissions reduction efforts, including relevant policy, legislation, and programs.
- Experience working in City government or knowledge of City government operations, particularly City procurement and contracting processes.
- Strong background in building energy efficiency.
- Experience doing energy master planning or climate action planning.
- Demonstrated analytical experience with relevant data such as building systems, energy consumption, greenhouse gas emissions, or local law compliance.
- Strong research and writing skills.
- Capacity to operate as an independent self-starter who takes initiative and is highly productive.
- Strong capacity to manage multiple responsibilities and deadlines simultaneously.

Special Caveats:

- NYC residency may be required for continued employment.
- Immigration sponsorship is not available under this program.
- Must be vaccinated.
- Must be prepared to be on-site.