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| Job Title      | Analyst, Training and Workforce Development  |
| PVN ID         | VA-2307-005750                               |
| Category       | Managerial and Professional                  |
| Location       | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department     | DCAS, Division of Energy Management          |
| Status         | Full Time                                    |
| Annual Salary  | \$65,000.00 - \$75,000.00                    |
| Hour(s) a Week | 35   |
| Closing Date   | Oct 23, 2023 (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 seeks to hire an Analyst, Training and Workforce Development to help reduce emissions and energy consumption across the City by working closely with the Senior Program Manager, Training and Workforce Development to advance energy training and workforce development initiatives.

## Other Duties

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

- **Developing and maintaining program infrastructure for energy training and personnel programs:** Help design effective processes and develop and update policies for operating energy training and personnel programs. Create and maintain documentation for energy personnel and training programs.
- **Supporting the recruitment and onboarding of energy staff across the City to grow the City's energy management community:** Develop strategies for recruiting both line and senior staff; develop role descriptions and onboarding materials; track status and progress; troubleshoot issues; and develop creative solutions to address energy staffing gaps across the City.

- **Provide targeted analytical support for energy personnel and training programs:** Perform research assignments, conduct qualitative and quantitative analysis, synthesize findings, and make recommendations related to energy training and personnel programs.
- **Provide targeted project management support for energy personnel and training programs:** Scope and execute on special projects related to energy training and personnel programs.

## Qualifications

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

- A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above
- Strong interest in energy management, energy efficiency, emissions reduction / decarbonization, and sustainability initiatives
- Prior experience in personnel program management, organizational design and development, and/or training program management
- Outstanding initiative: fully dives in to take ownership of problems and situations and see them through to resolution
- Experience working with Microsoft Office Suite strongly preferred
- Strong problem-solving skills
- Strong project management skills
- Team collaborator with strong communication skills

### Special Caveats:

- NYC residency may be required for continued employment
- Sponsorship is not available through the OEP program
- Employees are expected to work on-site and in accordance with the policies in effect at their individual location