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| Job Title | Director, Data Analytics |
| PVN ID | VA-2501-006678 |
| Category | Information Technology |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | DCAS, Division of Energy Management |
| Status | Full Time |
| Annual Salary | \$120,000.00 - \$130,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Mar 12, 2025 (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 **Director of Data Analytics** to help reduce emissions and energy consumption across the City by leading DEM's data analytics practice with an emphasis on GHG performance analysis and forecasting, business decision support, and strategy development.

This is a hybrid position working on-site at 1 Centre St, New York, NY 10007. NYC residency may be required for continued employment. Visa sponsorship is not available through this CUNY BPL staffing program.

Other Duties

Under this assignment, the person's responsibilities will include, but not limited to the following:

- **Lead DEM's data analytics practice** | Oversee data strategy, collection, quality assurance, analysis, and deliverable production to support DEM's decarbonization mission and achieve legally mandated emission reduction targets and policy goals.
- **Maintain accountability, policies, and procedures** | Develop and refine procedures to ensure data integrity and conduct consistent, methodologically rigorous analysis and reporting across DEM's business

units. Secure relevant certifications from national and international standards-setting bodies.

- **Oversee compliance with legally required reporting** | Provide strategic leadership, general oversight, project management, analytical support, and other tasks as necessary to ensure DEM's compliance with legally mandated reporting requirements, including energy benchmarking (Local Law 84 of 2009) and GHG inventory accounting (Local Law 97 of 2019).
- **Develop GHG emissions forecasts and projections to inform strategic decision-making** | Coordinate with the DEM Operations and Strategic Planning units to build and refine forecasts for future GHG emissions based on project pipelines, past performance, external factors, and ongoing energy consumption patterns. Provide feedback to DEM Senior Leadership on forecasting models to inform program, policy, and budgetary decision-making.
- **Provide thought partnership in technology systems development** | Serve as a thought partner to DEM's Business Systems Team, which is responsible for developing, maintaining, and iterating upon multiple software systems that are used to conduct daily operations and performance reporting, including utility consumption databases, project tracking systems, and business intelligence tools.
- **Oversee a team of analysts and program managers** | Provide overarching direction, manage daily operations, and support the growth and development of a small team of data analysts and managers. Work with team to deepen analytical insights and transition from a compliance-centered approach towards generating greater strategic value for DEM.
- **Conduct ad hoc analyses as needed** | Lead the completion of special projects or other ad hoc data needs as determined by the Deputy Commissioner, Assistant Commissioner of Operations, and Executive Director of Strategic Planning.

Qualifications

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

- At least 7 years of experience in data science, analytics, or a related field. Preferably 2-3 years of this experience in New York City or another municipal, state, or federal government agency.
- Preferred: 3-5 years of experience in greenhouse gas accounting
- Excellent project management skills and experience.
- Experience in managing and developing staff.
- Familiarity with energy efficiency, decarbonization and procurement processes.
- Exceptional written and oral interpersonal communication skills.
- High level of organization, strong attention to detail, and flexibility to handle multiple responsibilities and deadlines simultaneously.
- Commitment to customer service.