

City of New York
DEPT OF CITYWIDE ADMIN SERVICES
Job Posting Notice

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| Civil Service Title: | City Research Scientist | Level/MGR Level: | 03 |
| Title Code Number: | 21744 | Salary & Frequency: | \$ 84,468.00 - \$ 97,138.00 (Annual) |
| Business Title: | Program Manager, Strategic Planning | Work Location: | 1 Centre St., N.Y. |
| Division/Work Unit: | DEM/Office of Energy Conservation | Number of Positions: | 1 |
| Job ID: | 503749 | Hour/Shift: | Day |

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Job Description

The Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM") serves as the hub for energy management for City government operations. We develop the City's annual Heat, Light, and Power Budget; manage the City's electricity, natural gas, and steam accounts; help our agency partners identify and pursue energy-saving opportunities at their buildings; do energy efficiency and clean power generation projects across the City's portfolio; and implement operations and maintenance (O&M) best practices.

DEM is tasked with leading the City's efforts to reduce greenhouse gas emissions ("GHG") by 80 percent by 2050 from a 2005 baseline ("80x50"). As part of the Climate Mobilization Act, the City also recently set new targets to reduce emissions from City government operations by 40 percent by 2025 ("40x25") and by 50 percent by 2030 ("50x30"). To meet these goals, DEM is committed to collaborating very closely with our agency partners to help them achieve major emissions reductions in their buildings. We are actively working to provide them with the energy efficiency and clean energy project funding, project delivery vehicles, technical expertise, staff resources, strategic planning support, and data analytics that they need to succeed.

DEM's Strategic Planning Unit plays a critical role in structuring and advancing DEM's overall work. SP effectively operates as an in-house consultant for the division and manages a range of initiatives and special projects. In addition, SP runs DEM's agency outreach efforts, DEM's training efforts, including the Energy Management Institute ("EMI") Program, and DEM's Agency Energy Personnel ("AEP") Program.

The Program Manager will work within DEM's Strategic Planning Unit, but collaborate closely with other DEM units and City stakeholders. They will be charged with the following:

1. Supporting day-to-day operations for DEM's Agency Energy Personnel Program | Support day-to-day management of the AEP Program and help ensure that the program meets its budgetary and performance objectives. Identify and propose solutions to any programmatic issues and assist with program transformation where needed.
2. Contributing to program strategy development within the SP Unit | Gather and analyze data to guide program strategy development, including addressing specific strategic challenges. Help create essential program documentation and develop program procedures and controls to ensure program accountability and effectiveness.
3. Helping structure and deliver ongoing training for Agency Energy Personnel | Collaborate with other DEM staff and agency staff to ensure AEPs receive necessary training to be effective in their work and enable peer-to-peer sharing of energy management tools and best practices through multiple challenges.
4. Contributing to special projects as needed | Assist with special projects within the SP Unit and overall DEM division as necessary.

Minimum Qualification Requirements

For Assignment Level I (only physical, biological, and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental, or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental, or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

NOTE:

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

Preferred Skills

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

- A master's degree in the environmental or social sciences.
- At least four years of relevant full-time professional experience, ideally working in the energy and sustainability field or in consulting more broadly.
- Experience in program management.

- Demonstrated interest in sustainability and energy efficiency.
- Knowledge of City government operations and NYC’s energy and emissions reduction efforts, including relevant policy, legislation, and programs.
- Exceptional oral and written interpersonal communication skills.
- High capability to operate as a strategic thinker and problem-solver who can identify multiple paths to overcoming challenges.
- High level of initiative is entrepreneurial and not satisfied with “business as usual.”
- High level of productivity: able to meet and even exceed deadlines and handle multiple responsibilities simultaneously; supremely organized, detail-oriented, and flexible.
- Capability to manage confidential information with discretion.

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

Please go to www.nyc.gov/careers or www.nyc.gov/ess for current NYC employees and search for Job ID#503749.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.