

Summary

The Energy Programs Analyst works under the general supervision of the Manager of Energy Programs and collaborates closely with other Central Coast Community Energy (3CE) teams and external consultants to assist in the implementation of 3CE's energy programs. The Energy Programs team is responsible for managing programs aimed at transportation electrification, building electrification, distributed energy resources, and community resiliency. The Analyst will perform research, solicit community feedback, and conduct analysis to develop and manage energy program activities.

Supervision Received/Exercised

This position reports to the Manager of Energy Programs and no supervision is exercised.

Essential Duties and Responsibilities (including but not limited to):

- Identifies trends in energy technologies, utility programs, and customer needs to support program development and design recommendations.
- Collaborates with 3CE department teams and outside consultants on energy program development, design, analysis, marketing and outreach, and implementation.
- Identifies, recommends, and develops materials and web-based tools to drive customer program participation.
- Tracks and reports program success through metrics, analytics, customer relationship management tools, and other program tracking tools.
- Manages day-to-day operations of assigned energy programs.
- Delivers presentations to various community groups and local organizations.
- Participates and interacts with members of the public to distribute information about 3CE programs.
- Identifies complementary program funding opportunities.
- Compiles research, makes recommendations, and drafts staff reports for manager review and presentations for Board and Committee meetings.
- Performs related duties and responsibilities as required.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- The organization and operations of a local government agency.
- Community Choice Aggregations and programs.
- Transportation electrification, building electrification, battery storage systems, distributed energy resources (DER), demand response and other energy initiatives.
- Activities necessary for effective on-the-ground key stakeholder outreach and customer program participation.

- Principles of project and project management.
- Data analysis and visualization techniques, particularly as applied to energy use in the building and transportation sectors
- Basic science of greenhouse gas emissions.
- Microsoft Office Suite (Word, Excel, and PowerPoint) and Adobe Acrobat.
- Customer Relationship Management, project management, and data analytics software.
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Ability to:

- Prepare and present clear and comprehensive correspondence, reports, presentations, and proposals to a diverse audience.
- Research, analyze and interpret complex data; reach conclusions, make recommendations, and develop staff reports.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Effectively represent 3CE before the Operations and Policy Boards, Citizens Advisory Council, city councils, and other local, regional, state, and federal agencies, as well as in public meetings with local citizens.
- Be detail oriented and manage multiple projects and programs in a fast-paced environment.
- Work well independently and on teams.
- Deal tactfully and maintain effective working relations with various levels of staff, the public, civic organizations, and representatives from governmental, industry, media, and other agencies.
- Demonstrate sensitivity to and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, and interests.
- Promote teamwork, a positive work environment, and collaborative problem solving.
- Work effectively under stressful situations involving tight deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Experience/Education

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the require qualifications would be:

Education and experience equivalent to a bachelor's degree from an accredited college or university in, science, technology, environmental planning, business, or a related field.

AND

A minimum of two (2) years of progressively responsible in energy programs or working in electric utility, Community Choice Aggregation, or closely related field.

A Master's degree with project management experience in related field may be substituted for work experience.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license, automobile insurance and a safe driving record.

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 40 pounds. 3CE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Date Revised: 4/12/2021

FLSA Status: Exempt

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my department and if so, I will be required to perform such additional duties and responsibilities.

Employee Signature

Date