



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Energy and Sustainability Analyst

An Equal Opportunity Employer

SALARY

\$32.26 - \$39.21 Hourly \$2,589.63 - \$3,147.54 Biweekly \$5,610.87 - \$6,819.66 Monthly \$67,330.49 - \$81,835.98 Annually

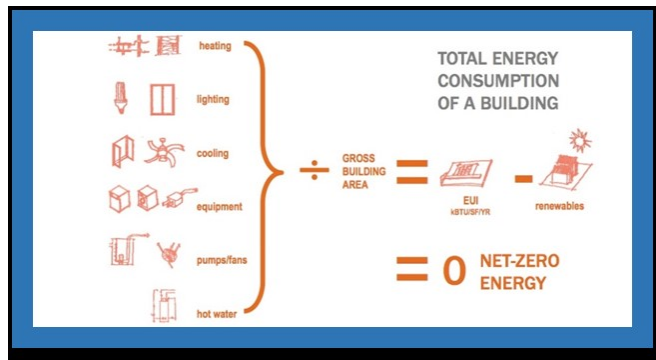
OPENING DATE: 05/10/17

CLOSING DATE: 05/31/17

THE POSITION

County of Sonoma aims to Build Green, Build Better, and Build a Sustainable Future!

Help the County of Sonoma lead the way as an Energy and Sustainability Analyst (ESA) in the Energy and Sustainability Division of the General Services Department.



Starting Salary Up To \$81,835.98/Yr, + a \$600 per month cash allowance
(Salary is negotiable commensurate with experience, salary history, and requirements.)

What Makes Sonoma County a Great Choice:

In addition to the training, opportunities for advancement, variety of work, camaraderie, and generous starting pay, you can look forward to some excellent benefits*, including:

- An Annual Staff Development/Wellness Benefit Allowance of \$1500
- Competitive vacation and sick leave accruals, and 11 paid holidays per year
- County paid premium contribution to several health plan options

*Benefits described herein do not represent a contract and may be changed without notice.

When you join the County of Sonoma, you have the freedom to explore your career and the beauty of our county. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about our picturesque coastline,

majestic redwoods, historic towns, fine dining, award winning wineries, and the variety of entertainment and cultural activities.

Energy and Sustainability Analyst (ESA) position:

Under general direction, the ESA supports customer project efforts; provides technical support on improvement projects, performs utility usage evaluation and analysis, assists in identifying project financing resources; and is responsible for collecting and analyzing data and reporting results.

As an ESA you will:

- Identify and define problems and opportunities for improvement through systems such as energy management, utility usage, and utility budgets
- Monitor and evaluate program and work product expenditures; forecast future budgetary needs
- Collect data, such as building energy use, building envelope condition, and mechanical system performance
- Assist external customers with analyzing information to develop sustainable building plans
- Identify research-based solutions and options on new energy and sustainability technologies and methods
- Report recommendations to a variety of audiences, using both oral and written communication skills
- Implement County-supported energy and sustainability projects
- Monitor and report metrics including the County's electricity, natural gas, water use, and employee commute statistics
- Work with information technology systems such as databases, content management systems, and energy management software

The Ideal Candidate Will:

- Possess a strong analytical and decision making ability
- Have the ability to work independently and creatively to deliver program services that exceed customer expectations
- Demonstrate familiarity with building system energy measurement and California Title 24, Part 6 Building Energy Code and/or Part 11 CalGreen Code
- Be familiar with the use of building performance testing tools, equipment, and protocols

ENERGY AND SUSTAINABILITY



COUNTY OF SONOMA
ENERGY AND SUSTAINABILITY

The General Services Department's Energy and Sustainability Division promotes and delivers solutions to mitigate environmental impacts and prepare for climate change. Customers include: residents, businesses, government agencies, neighboring municipalities, non-profit organizations, contractors, and internal County Departments. The Division offers a comprehensive portfolio of resources to assist customers with the initiation and completion of

building efficiency upgrades, installation of renewable energy systems and storage, implementing sustainable practices, and efforts to retire fossil fuel vehicles. Services include: the evaluation and analysis of building energy and technology; benchmarking building energy; and reviewing project bids and providing project consultation on the selection of project upgrades, rebate and incentive information, listings of participating contractors, and identifying funding for project upgrades.

For information about the Sonoma County Energy and Sustainability Division, please visit: <http://www.sonoma-county.org/gs/energy/>.

The Civil Service Title for this position is Department Analyst.

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic course work in public administration, business administration, management, accounting, political science, economics, statistics, English composition, psychology or closely related courses would provide such opportunity.

Experience: Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related to general administration, accounting, budgetary analysis, or personnel work including research, analysis, and preparation of written reports and recommendations would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: principles and practices of business and public administration as pertinent to area of assignment; principles, practices and political implication of decisions regarding budgeting, fiscal management, human resources and contract management; principles and methods of work planning, staffing analysis and project management; techniques and practices of research methodology, data collection, and analysis; report writing; application and use of basis statistics; the use of electronic information equipment and specific systems as used within the department.

Knowledge of: operations and functions of county government and the structure and function of the assigned department; modern supervisory, management, and human resources practice; modern office methods and procedures.

Ability to: plan, organize, and conduct research, analysis and statistical studies related to the various aspects of administration, budget, and general management matters; collect, compile and analyze qualitative and quantitative data; review and implement changes in work methods, systems and procedures; understand, interpret and explain laws, regulations and policies governing program operations; prepare budgets, grant applications, service contracts and complex narrative and statistical reports; communicate effectively orally and in writing, and present conclusions and recommendations before advisory and policy bodies; establish and maintain effective working relationships with management, employees, clients, and the public in carrying out sound management policies; understand program objectives in relation to departmental goals and procedures; organize and prioritize work assignments; persuade, examine, and project consequence of decisions and/or recommendations; analyze administrative problems and budget requests; use of electronic information and specific systems and used within the department; effectively supervise the work of technical and office support staff.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to visit <http://sonomacounty.ca.gov/HR/Recruitment-and-Classification/Getting-a-Job> and review the hiring process overview.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation will be required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, may be required prior to employment.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>.

HR Analyst: AK
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #17/05-0826-O
ENERGY AND SUSTAINABILITY ANALYST
AK

Energy and Sustainability Analyst Supplemental Questionnaire

- * 1. How did you first learn about this opportunity?
- Alliance for Innovation
 - CalJobs
 - Careersingovernment.com
 - College or University
 - Craigslist
 - Employee of Sonoma County
 - Facebook
 - GovernmentJobs.com
 - GreenBiz
 - Hispanic Chamber of Commerce of Sonoma County
 - La Voz
 - Latino Service Providers
 - Local Government Sustainable Energy Coalition (LGSEC)
 - Monster
 - Municipal Insider
 - Municipal Management Association of Northern CA
 - sonoma-county.org/www.yourpath2sonomacounty.org
 - Sonoma County Human Resources Office
 - Sonoma County Job Line
 - Statewide Local Government Energy Efficiency Best Practices Coordinator
 - Twitter
 - Veterans Services Office
 - Other Organization
 - Other Publication
- * 2. Describe the education, training, and work experience you possess that best demonstrates how you meet the qualifications for this position. Provide sufficient detail to allow for a thorough assessment of your qualifications.
- * 3. Please describe your education and training in the areas of: •Energy efficiency •Renewable generation and energy storage •Energy and utility modeling •Water efficient technology •Sustainability and other closely related areas
- * 4. Please describe an energy or sustainability project you helped develop, analyze, and implement. Specify your role in the project, the scope and type of project, challenges you encountered and how these were overcome, and the results achieved in the project. Highlight projects involving energy efficiency, renewable energy and storage, transportation/commuting, or climate mitigation and preparedness.
- * 5. The Energy and Sustainability Analyst monitors and evaluates program and work product expenditures as well as forecasts future budgetary needs. Describe your experience with budgeting and fiscal management, and your specific duties related to budget development, evaluation, and monitoring, as well as fiscal projection preparation.
- * 6. Please describe your experience with the Microsoft Office suite and database programs. For each program include:
- Proficiency level (beginner, intermediate, advanced);

- A brief example of how you used each program that best demonstrates your level of proficiency; and
- Details about your experience entering and retrieving information, and/or organizing and maintaining files.

* Required Question



COUNTY OF SONOMA BENEFITS: MANAGEMENT*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution toward the premium of approximately \$500 per month.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor/>. For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources/> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonomacounty.org or (707) 565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.