



HUMBOLDT STATE UNIVERSITY



Energy Planner/Analyst

Review (Revised): August 14, 2017

(Job #17-23) Administrative Analyst/Specialist II Exempt, Energy Planner/Analyst \$4,693—\$7,617/month. Appointments are typically made at the beginning of the salary range. This is an exempt, full-time, benefited, position with a one-year probationary period in Facilities Management.

Position Summary: Under the supervision of the Director of Sustainability, Energy & Grounds and in collaboration with the Department's management team and colleagues across the campus, the incumbent is responsible for providing administrative and program leadership as required to identify, prioritize, research, plan, develop, coordinate, and promote energy and utility efficiency projects, initiatives, and activities for University-wide implementation as well as to research, plan, develop, promote, analyze and coordinate activities and information in multiple focus areas of campus energy and utility usage, analysis and reporting to meet strategic and unit goals.

Minimum Qualifications: Education and experience equivalent to a Bachelor's degree and/or equivalent training. Equivalent to three years of progressively responsible analytical and/or administrative experience formulating and implementing programs or projects in support of a highly complex organization.

Duties:

- Examines operations in areas such as, but not limited to, electricity, natural gas, water and fuel consumption to identify likely areas for energy and cost efficiencies.
- Develops and manages efforts to ensure utility billing is properly accounted for.
- Ensures all utility usage is tracked and reporting requirements achieved. Reports deficiencies and develops recommendations to correct such.
- Assists in the development and management of energy-related funds including development of protocols, procedures and guidelines to administer such in a manner which achieves reduced utility cost and decreased greenhouse gas emissions.
- Supports implementation of the CSU Energy Policy including development and implementation of campus-based protocols required to ensure adherence to such.
- Leads efforts to develop a multi-year energy project plan focused on achieving strategic plan goals while also being primarily funded through outside resources or utility savings.
- Collaborates with others to develop project plans and specifications including pre-project performance metrics, technical review of plans, project management and inspection, and post-project performance reporting and verification.
- Assists in developing campus standards associated with energy efficiency and best practices for energy management.
- Assists in developing, implementing and managing energy utilization and efficiency programs, initiatives and activities.
- Provides leadership and guidance while working with departments, groups and students to develop, implement and manage energy utilization and efficiency programs.
- Researches, prepares and submits relevant grants, upon approval, to enhance and leverage campus funding for energy and utility programs, initiatives and activities.
- Advises various students groups focused on energy efficiency including advising and mentoring students in associated with energy efficiency project development, technical review, proposal evaluation, and advising during the project implementation.

Knowledge, Skills and Abilities:

- Demonstrated experience in principles, problems, and methods of public and business administration and operational and fiscal management including the ability to understand problems from a broad, interactive, systems thinking perspective and discern underlying principles to conceive of and develop strategic solutions.
- Advanced knowledge of energy resource planning, energy management, and energy efficiency project planning, development and implementation.
- Demonstrated ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions using reasoning and judgment as well as an understanding of the impact on other areas.

(Continued on reverse)

- Demonstrated knowledge of business and financial processes, protocols, and techniques required to successfully plan, develop, manage and implement a broad energy project portfolio with limited independent financial resources available.
- Highly developed analytical skills to complete research and analysis of energy utilization and management, to interpret and evaluate results, produce reports and develop projects, programs, initiatives, activities, policies and procedures which will assist the campus in meeting its energy reduction and greenhouse gas emission reduction targets.
- Highly developed project management skills to plan, lead, guide and manage the implementation of energy projects including knowledge of analytical processes, resource requirements, scheduling, cost estimating and related documentation requirements.
- Working knowledge of the California Energy Code and related industry best practices and standard associated with energy management and energy efficiency projects.
- Working knowledge of sustainability and energy certification programs and rating systems related to facilities operations and development.
- Demonstrated competence and ability to independently research, understand, interpret, develop, communicate and implement regulations, codes, policies, procedures, guidelines and precedents regarding energy resource planning, management and projects.
- Ability to research and analyze data and generate reports including skill in identifying, investigating and analyzing problems that impact success or facilities/energy information.
- Ability to communicate effectively and work harmoniously with a wide variety of individuals directly and indirectly involved with assignments. Communication skills must include the ability to use expertise and influence as well as persuasion and negotiation tactics to effectively solve problems while achieving goals and objectives.
- Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.
- Ability to initiate, establish, and foster teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population and with those from various cultural backgrounds.
- Ability to operationalize sustainability concepts into all aspects of performing job duties
- Developed skills in the use of specialized software systems (energy management systems, project management systems, etc.).
- Knowledge of analytical and evaluative processes, resource requirements, scheduling, cost estimating and related documentation requirements.

Preferred Qualifications: Bachelor's degree in Engineering, Business Management, Environmental Science, Environmental Planning or other relevant program, especially ones designed to explore built environment energy use analysis or design, energy and utility management, energy efficiency planning and energy projects. Equivalent to three years of progressively responsible work experience involving energy resource planning and/or energy efficiency project planning, development and implementation.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Application Procedure: Please note that our application process has changed! We now require application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- [HSU Employment Application](#);
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-23) in the subject line of the email.

Application Deadline: This position is open until filled. Review of applications will be Monday, August 14, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1038

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: July 14, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



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