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City of Alameda  
Code No. 7630  
Approved by CSB  
TBD

**UTILITY ENERGY ANALYST**

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**DEFINITION**

Under administrative direction, provides highly responsible, specialized energy services to utility customers by planning and administering Alameda Municipal Power’s (AMP) energy management programs. This position is responsible for compliance with all California and Federal regulatory requirements pertaining to energy efficiency, developing and achieving annual energy efficiency savings goals, contract management and administration of contractors and vendors, development of procedures pertinent to related activities, make a variety of independent decisions, and performs other related duties as required.

**EXAMPLES OF DUTIES**

1. Manages, develops, and implements comprehensive energy conservation/efficiency or renewable programs, systems, procedures and operating methods; develops and revises policies and procedures.
2. Plans and directs major departmental functions, programs or activities involving comprehensive specialized administrative operations; may administer specific program areas.
3. Monitors and evaluates impact of specialized federal and state legislation and court rulings; develops or adjusts programs and procedures to ensure compliance.
4. Conducts complex research and analytical studies on a variety of technology, programs and issues; coordinates and expedites reports and program information from City departments; develops procedures, formulates recommendations and prepares reports and correspondence.
5. Consults with customers on proposed energy efficiency recommendations; performs energy audits and field inspections; assists customers to identify and obtain services needed to initiate and complete energy efficiency projects; coordinates and ensures the timely processing of customer rebates; maintains database of installed energy efficiency measures and/or renewable energy projects.
6. Ensures quality assurance of energy service programs. Monitors and evaluates the needs and responses of residents and businesses to ensure effective communications through surveys and various customer outreach efforts. Meets with customers to explain energy usage and investigate high usage complaints.
7. Prepares Requests for Proposals, statement of work, and manages contract agreements with other agencies and private parties.
8. Coordinates the communication, speaking engagements, budgeting, recordkeeping, data entry, file maintenance, tracking costs and kWh savings of all energy services programs.
9. Communicates energy service messages to internal and external customers. First point of contact for customers participating in energy services programs, which include energy efficiency, renewable power and demand-side management
10. Confers with other departments, public officials, consultants and citizens and explains City policies and procedures; makes presentations on assigned projects and programs.
11. Maintains strategic professional business alliances with contractors and communicates regularly about new programs and changes to existing programs.
12. Develops and/or prepares publications, news articles, newsletters, advertising and other materials that promote AMP objectives, resolutions, policies, plans, programs and services to its customers and employees.
13. Responsible for developing, maintaining and updating website content; actively participates in community and civic activities, develops and makes presentations to interested consumer and business groups for customer education and business development.
14. Partners with other agencies and may provide staff support to committees or commissions or individuals as assigned
15. Assists in budget preparation and administration.
16. Administers various staff functions of the department.
17. May supervise and train and evaluate assigned staff.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in engineering, energy management, public or business administration, or a related field with a strong background in the utility industry.

Experience: Five years of responsible experience developing and administering utility energy efficiency programs for both residential and commercial customers. This experience should include the development and presentation of educational information and/or related materials.

Knowledge

Knowledge of principles, practices, and trends of the electric utility industry; pertinent federal, state, and local policies, procedures, and regulations; understands energy efficiency concepts, renewable energy installations, facility energy systems and operations, metering programs, and demand-side management programs; principles, methods, and techniques used in research and statistical analysis; development and design, programming and implementation of energy efficiency systems; and principles and practices of public and business administration including organization, program, project, personnel and fiscal management.

Ability

Ability to effectively manage comprehensive specialized functions, projects and studies with deadlines; administer major programs; perform both complex and routine administrative work with speed and accuracy; work independently and exercise sound judgment and initiative; prepare studies and reports, other documents, and oral presentations concerning complex matters which require a high degree of accuracy and attention to detail; interpret and apply established City policies, procedures and codes; interpret and apply specialized federal and state legislation and court rulings; interpret and analyze information; draw valid conclusions, project consequences of decisions, and implement recommendations in support of organizational goals and objectives; establish and maintain accurate records; plan, administer and evaluate work programs; provide administrative and professional leadership and direction; recommend, implement, evaluate, and modify goals, objectives, and practices; communicate clearly and concisely, both orally and in writing; develop and maintain positive working relationships with employees, City departments, businesses, and the local community; prepare and present clear and concise administrative and financial reports; use appropriate computer hardware and software.; maintain level of knowledge required for satisfactory job performance; and supervise, train, and evaluate assigned staff.

Special Requirement

Willingness and/or ability to work outside regularly scheduled hours to meet operational needs and to respond to after-hours emergency calls as required.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.