



DATE: APRIL 2023
FLSA: I – Non-Exempt
II – Exempt

Management Analyst I/II – Energy and Sustainability

POSITION OVERVIEW

Under general supervision or direction, performs analysis and coordinates implementation of climate action and sustainability programs such as, but not limited to, energy efficiency, energy procurement, renewable/carbon free energy planning, and recycling programs; completes compliance filings; researches, identifies, and applies for funding opportunities; establishes and maintains collaborative relationships with member agencies, the community, industry partners, and regulatory agencies; and performs related duties as assigned.

JOB DUTIES

In addition to the job duties outlined in the Management Analyst I/II classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

- Plans and coordinates assigned energy and sustainability projects, programs, and strategies such as, but not limited to, energy efficiency, energy procurement, renewable/carbon free energy planning, and recycling programs including Desert Community Energy and Inland Regional Energy Network; establishes and maintains public/private partnerships for positive long-term sustainability within Coachella Valley.
- Prepares and submits compliance filings; ensures compliance with federal, state, and local laws and regulations governing energy and sustainability programs.
- Applies for and administers various federal, state, and local grants and funding opportunities; monitors and prepares reports to ensure compliance with grant and funding agency requirements; tracks and monitors performance metrics and expenditures.
- Coordinates various committee meetings and serves as a representative of CVAG to evaluate energy and sustainability projects, programs, and strategies.
- Establishes and maintains collaborative relationships with member agencies, the community, industry partners, and regulatory agencies.
- Coordinates outreach programs to educate and increase awareness and support for CVAG's energy and sustainability efforts and programs.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and trends related to energy, sustainability, and environmental conservation.
- Principles and practices of community engagement and public relations.

- Principles, practices, and funding sources for planning and implementing energy and sustainability programs and projects through community participation.

Ability To:

- Coordinates energy and sustainability programs, activities, and special projects involving participation by diverse and varied interests.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Management Analyst I/II – Energy and Sustainability: Equivalent to a bachelor’s degree from an accredited college or university with major coursework in environmental studies, planning, or a closely related field.

Management Analyst I – Energy and Sustainability: One (1) year of professional experience in environmental, waste reduction, or sustainability program development and/or project management.

Management Analyst II – Energy and Sustainability: Three (3) years of increasingly responsible professional experience in environmental, waste reduction, or sustainability program development and/or project management.