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Analyst I/II - Community Energy Department - (2100809)

About the Department

In 2017, the City established the Community Energy Department (CED) to administer San José Clean Energy (SJCE), San José's Community Choice Energy provider. In February 2019, SJCE launched electricity generation service to residents and businesses. Today it serves more than 340,000 customers and has a peak load of almost 1 GW. SJCE is responsible for purchasing over 4,500 GWh of electricity annually and has an annual operating budget of over \$250 million. SJCE is one of 8 Community Choice Aggregators (CCAs) in the Bay Area, and one of 23 in California. It is the largest single-jurisdiction CCA in the state.

SJCE is driven to provide clean, renewable energy at affordable rates to help the city meet its Climate Smart San José goals and provide local benefits. In 2021, SJCE's default energy service, GreenSource, is expected to have 55% renewable energy. Customers can also choose to upgrade to SJCE's TotalGreen service to receive 100% renewable energy. More than 1,300 customers have chosen TotalGreen to date, including large corporate customers Samsung Semiconductor, HPE, Lumentum, and eBay. To meet customer demand for renewable energy, SJCE has invested in 497 MW of new solar, wind, and battery storage across four projects that will begin to generate power by the end of 2021. For more information about the Community Energy Department, please visit: www.sanjosecleanenergy.org.

Positions & Duties

The department is currently seeking to fill one (1) full-time Analyst position in the Risk Management, Contracts, and Administration Division. This position reports to the Division Manager of the Risk Management, Contracts, and Administration Division. Responsibilities include but are not limited to:

- Assisting in the preparation of contract bid documents, and monitoring the timely fulfillment of deliverables by consultants and third-party service providers;
- Utilizing Excel and other software tools to track key contract information, assist in data reporting, and perform data analysis and visualization to help inform decision-making;
- Reviewing compliance of consultant and service provider work progress and the accuracy of billing and invoices for services;
- Assisting in the development of contract language for various department energy purchase and consultant contracts, recommend appropriate contract language as needed;
- Managing the contracts/amendments process for energy purchase and consultant contracts, including coordinating reviews by relevant City stakeholders like the City Attorney's Office and City Manager's Budget Office;
- Interfacing with other teams inside and outside the department to conduct solicitations, route contracts for signature, and file contracts with the City Clerk's Office;
- Handling various general administrative activities and duties as assigned, which may include coordinating meetings, preparing presentation materials, and drafting memorandums.

This recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

Competencies

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations. Demonstrates knowledge and experience with community energy programs, energy markets, and renewable energy contracts and technologies.

Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Initiative – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promote job performance.

Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Analytical Thinking – Approaching a problem or situation by using a logical, systematic, sequential approach.

Teamwork & Interpersonal Skills – Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Salary Information

The current salary range for **Analyst I** – \$71,219.20 – \$86,590.40

The current salary range for **Analyst II** – \$77,729.60 - \$94,452.80

The actual salary shall be determined by the final candidate's qualifications and experience.

In addition to the starting salary, employees in the Analyst I/II classification shall also receive an approximate five percent (5%) ongoing, non-pensionable, compensation pay.

Qualifications

MINIMUM QUALIFICATIONS:

Education and Experience

Analyst I - A Bachelor's Degree from an accredited college or university.

Analyst II - A Bachelor's Degree from an accredited college or university **AND** two (2) years of increasingly responsible professional staff analytic or administrative experience conducting studies, organizing and analyzing data, and preparing reports, recommendations, or conclusions for a functional area in budget, finance, grant administration, organizational analysis, general administration, or human resources.

Acceptable Substitution: Experience as a Staff Specialist with the City of San José may be substituted for the education requirement on a year for year basis.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

SELECTION PROCESS

The selection process will consist of an evaluation of the applicant's training and experience based on the application and responses to the Job Specific Questions. Only the candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/writing exercise.

You will be prompted to answer the following job-specific questions during the online application process. Please note that there is a 4,000-character limit, including spaces, for each text response.

- Please select the option that best describes how you meet the minimum qualifications:
 - I have a Bachelor's Degree in Business, Public Administration, Energy and Sustainability, or closely related field.
 - I have a combination of education and/or experience as a Staff Technician with the City of San Jose to be substituted for the education requirement on a year for year basis.
 - I have a Bachelor's degree in Business, Public Administration, or closely related field AND two years of increasingly responsible professional staff analytic or administrative experience at the level of Analyst I with the City of San Jose.
 - I do not possess the minimum qualifications for Analyst I/II
- Do you have experience with customer service? Please describe your experience interacting with internal and/or external customers, including how you have been able to resolve challenging issues.
- Please describe your experience with overseeing the development of major work products that require coordination with numerous individuals, departments and/or outside agencies include your role and the outcome.
- Describe your experience analyzing data that resulted in a significant business improvement. Include the data you analyzed, the steps you took to improve the process, and describe the final outcome of your efforts.
- Please describe a situation in which you had to show initiative and make a decision to solve a problem. Describe how you analyzed the problem, factors you considered, and how you developed your recommendations and implementation plan.

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration.

If you have questions about the duties of these positions, the selection or hiring processes, please contact Michelle.Saechao@sanjoseca.gov.

Additional Information

- **Link to Benefits:** [Benefits page](#)
- **Link to Department website:** [Department website](#)

- **California Equal Pay Act Link:** [California Equal Pay Act](#)

To apply, please complete an application via the City of San José's website at www.sanjoseca.gov/citycareers. The application deadline is on **Wednesday, August 4, 2021 at 11:59 PM**. Please allow adequate time to complete the application and submit before the deadline or the system may not save your application. If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. IF YOU DO NOT RECEIVE THE CONFIRMATION, please email CityCareers@sanjoseca.gov and we will research the status of your application. Please contact Human Resources at (408) 535-1285, or Human.Resources@sanjoseca.gov if you have any questions.

Job General Administration

Schedule Full-time

Employee Status Regular

Job Type Standard

Posting Date Jul 21, 2021

Minimum Salary 71,219.20

Maximum Salary 94,452.80

Bargaining Unit 1: Municipal Employees' Federation