



CITY OF ALAMEDA
invites applications for the position of:

Utility Projects Analyst

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| SALARY: | \$45.64 - \$55.48 Hourly \$85,447.00 - \$103,861.00 Annually |
| DEPARTMENT: | Alameda Municipal Power |
| OPENING DATE: | 10/11/22 |
| CLOSING DATE: | 11/01/22 05:00 PM |
| FLSA STATUS: | Exempt |
| NATURE OF POSITION: | |

Alameda Municipal Power (AMP) is currently recruiting for a Utility Projects Analyst and this position's **work schedule is 36 hours per week over 4 days** (typically Monday-Thursday); this is considered full-time with a **competitive benefits package. (Payroll Title: Utility Analyst).**

This is an **exciting opportunity** to be part of a team making a **significant impact** in the local community. Please note that this position is full time with excellent benefits including a modern work-life balance. Read on to learn more about AMP and this career opportunity.

Benefits of Employment

For a comprehensive listing of benefits, see the Benefit Matrix [here](#).

- Four day, 36 hour work week (Monday through Thursday)
- CalPERS Retirement: Classic Members: 2% at 55 formula, 8.868% contribution; New Members 2% @ 62 formula, 8.25% contribution.
- Medical: City-paid medical contribution covers premiums for you and your family The City contracts with CalPERS to provide comprehensive health coverage to employees. Multiple HMO and PPO plans available
- Dental: City-paid dental contribution covers premiums comprehensive coverage for you and your family.
- Vacation: Starting with 75 hours annually and increasing with years of service.
- Holidays: 10 City Holidays and 3.5 floating Holidays
- Sick Leave: 90 hours annually; unused sick leave is converted to service credit at retirement

About Alameda Municipal Power

AMP was founded in 1887 and is one of the oldest continuously operating electric utilities west of the Mississippi River. The utility has just over 35,000 customers, comprising approximately 30,000 residential accounts and 5,000 commercial/government accounts. As a community-owned utility, AMP has much to offer its customers including the delivery of 100% clean energy (among the first in the nation to do so); rates that are 30 percent below the neighboring investor-owned utility PG&E; a power reliability record that's among the top in western states; and a portfolio of customer programs offering generous rebates for energy efficiency, electric vehicles, and building electrification.

About the Division/Position

This is a dynamic time for electric utilities and AMP's Customer and Energy Resources Division plays a key role in shaping the strategic direction of the utility. This division includes Customer Programs/Energy Efficiency, Account Management, Communications, and Energy Resource Planning – all working closely together to improve the customer experience.

As part of our team, you will have the opportunity to contribute to the mission of the Customer and Energy Resources Division by providing management assistance and support through the planning, coordinating and directing of operating programs, administrative studies, and special projects.

We are looking for a colleague with exceptional project management skills, attention to detail, excellent communication skills, and an interest in learning new skills to meet the ongoing needs of the highly dynamic energy sector.

DISTINGUISHING FEATURES:

EXAMPLES OF DUTIES:

Here are some examples of typical job duties:

- Assists in the planning, implementing, and coordination of the CER time of use rate, solar installation, and other electrification programs
- Answers customer questions related to program status, application, or utility questions
- Writes technical reports concerning use of energy
- Answers customer comments and questions regarding energy usage and bill calculations
- Develops and disseminates electrification and solar program information suitable to the public
- Sets up workshops, classes, and presentations
- Assists in performing energy audits or rebate verification inspections
- Prepares administrative, statistical, and narrative reports and makes presentations.
- Performs business and financial analysis.
- May assist in budget preparation and administration.
- Performs other CER-related work as assigned.

EMPLOYMENT STANDARDS:

The City of Alameda requires all new employees to be fully vaccinated against COVID-19 by the start of employment. Possession of the employment standards does not guarantee advancement to the examination or placement on the eligible list. 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:

The Utility Projects Analyst requires a bachelor's degree with major coursework in mathematics, engineering, computer science, public or business administration, environmental science, economics, law, or a related field with a strong background in the utility industry.

Experience:

The Utility Projects Analyst requires two years of administrative professional experience involving the technical analysis of operational concerns and the development and implementation of recommended projects, policies and procedures; utilizes a personal computer with spreadsheets, word processing, database, or other business software.

We will also consider an equivalent combination of education and experience that meets the stated qualifications. Please click [here](#) to view the full job description.

Selection Process

Applications and questionnaires will be evaluated and candidates whose qualifications are evaluated as “best qualified” will be invited to an examination process. The examination for this recruitment will consist of a questionnaire review and a structured interview panel. The questionnaire will be administered via email after the application review process and **the interviews are tentatively scheduled for the week of November 8, 2022.**

The examination process may test for, but is not limited to the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each applicant’s technical knowledge and overall suitability for the position. Qualified applicants will be notified of the exact date, time and location of examinations approximately two weeks in advance. If applicants have not received notice at least one week prior to the tentative test dates listed in the announcement, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List.

A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the City’s Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision, a thorough reference check will be conducted which may include a credit check and background.

The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required by U.S. Citizenship and Immigration Services.

E-VERIFY: The City of Alameda utilizes the Federal government’s E-Verify program and new employees must provide documentation to establish both identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

VETERAN’S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran’s preference credit must attach to their application, a legible copy of their DD-214 verifying the type of discharge and date(s) of service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

AN EQUAL OPPORTUNITY EMPLOYER: The City of Alameda encourages minorities, women and the disabled to apply. It is the City’s policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodations should be made in advance to the Human Resources Department. Hearing impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

Position #2022-7310-02
UTILITY PROJECTS ANALYST
CL

2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

HR@alamedaca.gov
