City of New York  
DEPT OF CITYWIDE ADMIN SVCS  
Job Posting Notice

<table>
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<tr>
<th>Civil Service Title: ADMINISTRATIVE STAFF ANALYST (NM)</th>
<th>Level: 00</th>
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<tr>
<td>Title Code No: 1002A</td>
<td>Salary: $56,937.00-$75,000.00</td>
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<tr>
<td>Office Title: Energy Billing Analyst</td>
<td>Work location: 1 Centre Street</td>
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<tr>
<td>Division/Work Unit: Office of Energy Conservation</td>
<td>Number of Positions: 1</td>
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<tr>
<td>Hours/Shift: 35 Hr/ Week</td>
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**Job Description**

The Department of Citywide Administrative Services seeks a detail-oriented Energy Billing Analyst for its Energy Management line of service. This is an opportunity to provide key technical support to the office that manages the energy accounts and energy efficiency initiatives for the City of New York and is helping achieve the City's ambitious PlaNYC goal of reducing the City government's greenhouse gas (GHG) emissions 30% by 2017.

This position entails both feeding electricity, gas and steam utility billing data for City-owned and leased spaces into the divisions energy management database and developing reports that draw information from the system for the overall purposes of monitoring and controlling the City's energy costs. The Analyst will help review, approve, and process monthly invoices. They will have prime responsibility for understanding the relevant utility tariffs and staying current with tariff changes. She/he will develop and maintain tariff, budget, and other management reports. She/he will maintain effective relationships with utilities suppliers, and assist agencies that have facilities with particular service class requirements such as interruptible natural gas accounts and time-of-use electricity pricing. Depending on background and skill sets, the Analyst may assist in energy procurement.

New York City residency is required within 90 days of appointment.

**Minimum Qualification Requirements**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**Preferred Skills**

*Knowledge of utility tariffs and service classifications.  
*Ability to read and understand utility bills and rate schedules.  
*Ability to design reports using Crystal Reports and to work with large databases a plus.  
*Must be detail-oriented and pay exceptional attention to accuracy.

**To Apply:**

Please go to www.nyc.gov/careers or www.nyc.gov/ess for current NYC employees and search for Job ID number: 98034

(Indicate JVN# in upper right hand corner of cover letter & resume)

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**Post Date:** 01/31/2012  
**Post Until:** Filled  
**Job ID:** 868-2012-98034

The City of New York is an Equal Opportunity Employer.