



SALARY RANGE:
\$112,835 - \$177,311

**DECARBONIZATION
MANAGEMENT ANALYST**

SUMMARY DESCRIPTION

The Management Analyst supports Silicon Valley Clean Energy (SVCE) by performing analytical and administrative support services for the Decarbonization Programs and Policy team. This team focuses on effectively deploying programs and policies to support clean energy and electrification in SVCE’s communities to support the organization’s decarbonization mission. The management analyst conducts research, helps manage the portfolio of projects, and supports Agency budget development, program and portfolio impact and budget tracking, financial issues, general operations and system improvements, and special projects as assigned. This class differs from the Administrative Analyst in that it handles the more complex, difficult, and sensitive analytical assignments, using a high degree of independent judgment and requiring a substantial level of professional training and experience and may supervise subordinate staff.

This position requires both breadth and depth of use and application of theories, concepts, and techniques used, and a thorough understanding of policies and procedures. Under general supervision of the Director of Decarbonization Programs and Policy, perform a variety of complex, difficult and sensitive budget, project and program management, implementation, administrative, and research work. The position provides high level administrative, project coordination and analytical support to SVCE staff working on decarbonization programs and policy and works collaboratively with all SVCE teams. This role has particular coordination with the Finance and Administration team.

SUPERVISION RECEIVED AND EXERCISED

This position reports directly to the Director of Decarbonization Programs and Policy and has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

- Helps the Decarbonization Programs and Policy team rapidly expand its capabilities and processes to promote electrification in the community:
 - Analyzes and initiates recommendations to improve and facilitate procedures and outcomes. (e.g., leading implementation of new rebate processing system).
 - Performs statistical and other research as assigned.

- Collaborates with management and co-workers in providing consultation and peer review services in areas of expertise.
- Project Management: Plan and direct activities of multi-faceted projects; evaluate progress and resolves difficulties including those crossing departmental lines; provide project leadership and advice to committees; provide technical direction and expertise related to project; manage and direct the work of project staff.
- Contract Administration: Understand contract services and supply needs; help develop and negotiate contract terms; monitor contract compliance and mediate user/provider complaints.
- Conducts and summarizes comprehensive analytical studies of complex administrative, operational, financial and/or other organizational issues.
- Oversees and optimizes the tracking and monitoring of department's programs portfolio:
 - Budget/Financial Analysis: Prepare the annual budget for department; monitor and control the budget; conduct revenue and expenditure forecasting and research.
 - Coordinates and assembles a variety of administrative/financial/statistical information for manager's review.
 - Assist in the development of goals, objectives, policies and procedures.
 - Assist program leads across the team in understanding budgets, tracking Board authorizations for spending, and tracking actual expenditures.
 - Prepare comprehensive reports recommending options and courses of action for programs and policy decisions.
- Coordinate efforts on SVCE's finance offerings to customers (e.g., Tariffed On-Bill, on bill financing, bulk purchasing, pre-payment for future state rebates); work with Decarbonization Programs and Policy and Finance and Administration teams extensively to map, model and track flow of dollars.
- Prepares and delivers oral and written reports based on questions and information obtained through research and analysis, to the Board of Directors, Committees of the Board, staff and/or a variety of community groups and agencies.
- Manage special studies and projects, which includes: proposing, writing, and/or setting up contracts, agreements, and/or grants; establishing and monitoring timelines; preparing requests for proposal and quotes; participating in and conducting consultant selection activities; ensuring compliance with applicable governmental regulations; developing and monitoring project budgets; tracking projects; preparing related reports; and performing other related duties.
- Perform other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Thorough knowledge of principles and practices of organization and public administration; procurement, contract administration; research techniques,

sources and availability of information, and methods of report presentation.

- Principles, methods and practices of finance and budgeting.
- Statistical and analytical methods, techniques and procedures.
- Project management.
- Basic management information system applications for accounting and budgeting functions.
- Computer applications, including advanced proficiency with spreadsheet, database, word processing and presentation software.
- General customer service principles and practices.
- Contract management principles and practices.
- Applicable federal, state and local laws, rules and regulations pertaining to area of assignment; administrative principles and methods, including goal setting, program and budget development, work planning and organization.

Ability to:

- Prepare and analyze complex budgets and data.
- Manage multiple priorities.
- Develop and analyze complex problems and/or programs, evaluate alternatives, and implement creative recommendations.
- Establish and maintain effective working relationships with supervisor, co-workers other departments, outside agencies, and the general public.
- Use independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
- Organize work, set priorities, meet deadlines, and complete assignments independently.
- Communicate effectively, both verbally and in writing.
- Work effectively as a team member in developing and preparing quality finished products.
- Identify data sources, collect and analyze information and prepare informative reports.
- Provide technical and substantive direction to other staff members on budget and assigned program matters.

REQUIRED QUALIFICATIONS

EXPERIENCE and TRAINING GUIDELINES: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

EDUCATION: A Bachelor's Degree from an accredited college or university with major course work in Public Administration, Political Science, Business Administration or a closely related field. A Master's Degree from an accredited college or university is highly desirable.

EXPERIENCE: Five Years of progressively responsible analytical or administrative experience.

Strong experience in utilization of computers including word-processing, spreadsheet, database, presentation and email communication applications.

Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops and individual study.

LICENSE: Possession of a valid Class C California driver's license and a satisfactory driving record are required to use company vehicles.

PHYSICAL AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT: Work is performed in a typical office setting with exposure to computer screens and at public events (fairs, meeting rooms, farmers' markets, etc.) with moderate noise and will require some evening and weekend work. The noise level in the work environment is usually typical of an office environment and public events

PHYSICAL: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; reach with hands and arms. Employees are occasionally required to walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to 20 pounds. Employees must be able to communicate in person, in writing, and by telephone with Board members, management, co-workers, vendors, consultants, and with the public in face-to-face, one-on-one, and group settings.

VISION: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

HEARING: *Hear in the normal audio range with or without correction.*

-----SVCE IS AN EQUAL OPPORTUNITY EMPLOYER-----