



CITY OF ANAHEIM
invites applications for the position of:

Resource Programs Specialist (III or Senior)

SALARY: See Position Description
OPENING DATE: 05/10/17
CLOSING DATE: Continuous
DESCRIPTION:



ANAHEIM OWNED. ANAHEIM FOCUSED.

As Orange County's only publicly-owned water and electric utility, Anaheim Public Utilities provided its residents and businesses with low rates and reliable service for more than 100 years.

Resource Programs Specialist III

\$37.55 - \$51.64 Hourly
\$6,509.17 - \$8,950.17 Monthly
\$78,110.00 - \$107,402.00 Annually

Senior Resource Programs Specialist

\$43.47 - \$59.77 Hourly
\$7,535.17 - \$10,360.92 Monthly
\$90,422.00 - \$124,331.00 Annually

The **Public Utilities Department** seeks two **Resource Programs Specialists** (at the III or Senior level) to perform responsible professional level staff duties in the development, implementation and monitoring of residential and commercial utilities benefit and conservation programs. Preferably, applicants for this position will have knowledge and experience with **energy conservation**.

The ideal candidate will have:

- Strong knowledge of energy conservation measures, including local and regional energy issues
- Program management experience, designing and implementing resource efficiency programs from the ground up

- Knowledge of city/government policies and practices
- Supervisory experience
- Experience in preparation and analysis of budgets
- The ability to prepare and make public presentations
- Strong working knowledge of monitoring contracts, researching and writing grants, and producing and executing various marketing activities

The Anaheim Public Utilities mission is to add value to the community through a customer-focused approach to providing reliable, high-quality water and power at competitive rates. In keeping with the City of Anaheim's core values of vision, responsibility, pride and service, Anaheim Public Utilities has developed the following department goals:

- Enhance and maintain our competitive and financial position;
- Enhance community aesthetics;
- Enhance service delivery, service options and service quality;
- Ensure balanced, diverse and cost-effective resource supply; and
- Strengthen system infrastructure.

Distinguishing Characteristics

Resource Programs Specialist III

This is the full journey level class in the Resource Programs Specialist series. Employees within this class are distinguished by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class require prior experience. Advancement to the Senior level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

Senior Resource Programs Specialist

This is the Supervisory level class in the Resource Programs Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be experienced in all procedures related to assigned area of responsibility.

ESSENTIAL FUNCTIONS:

Perform a variety of responsible professional level staff duties in the development, implementation and monitoring of residential and/or commercial utilities programs and resource efficiency programs; research, develop, and demonstrate programs involving income qualified programs, energy and water-related technologies, renewable resources, and resource efficiency.

Conduct research, perform complex analysis and make recommendations regarding program design; implement programs which may include such functions as scheduling, coordinating and assigning personnel to projects; select, supervise, train, and evaluate personnel assigned to public benefit programs.

Develop opportunities in the areas of distributed energy and new energy technologies, and work with customers.

Develops and recommends comprehensive resource conservation procedures and policies; administers and evaluates conservation programs.

Design and implement marketing efforts to encourage customer participation in public benefit and conservation programs; develop marketing materials including press releases, brochures, flyers, and the program website.

Keep management apprised of program status and progress through the preparation and delivery of a variety of narrative and statistical reports.

Oversee the request for proposal, proposal evaluation, and contractor selection process to acquire contract services for the implementation of energy related programs and services; oversee the performance of contractors.

Participate in the preparation of vendor contracts pertaining to assigned programs and assist in negotiating contracts; act as lead contract administrator with primary responsibility for planned program accomplishments.

Implement program audit systems and periodic reprinting processes to ensure appropriate use of public funds; develop and analyze qualitative and quantitative measures pertaining to program effectiveness; develop recommendations for program modification to increase effectiveness.

Track program efforts and funding, including expenditures, customer participation, energy savings, measures implemented, and environmental impacts.

Develop and maintain databases for tracking programs; maintain and monitor appropriate contract and program budgets; participate in the preparation of the division budget.

Perform mandatory reporting to various regulatory bodies.

Develop, promote, implement, and monitor a comprehensive, long-range energy management policy for City facilities.

Act as "green advocate" for City construction projects, and on behalf of the City in meeting with developers regarding the design, planning, and construction of new developments.

Build partnerships with business customers to develop new energy technologies and renewable resources.

Oversee design and build of photovoltaic projects and distributed power; coordinate appropriate metering and rates; identify and work with outside agencies and organizations to promote the usage and installation of electric vehicles and chargers.

Coordinate staff and operational activities for assigned functions.

Along with above essential functions, the Senior Resource Programs Specialist will:

Participate in the research, development, and preparation of related capital project budgets; monitor assigned budgets for capital projects.

Oversee the performance of the mandatory reporting of various regulatory bodies.

Develop, promote, implement, and monitor a comprehensive, long-range energy management policy for City facilities.

Participate in organizing and implementing community outreach events.

Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.

Direct, coordinate, and review the work plan for assigned activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Participate in the selection of assigned human resources program personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Develop and implement additional services for Anaheim's customers such as energy profiling and internet business transactions, photovoltaics, electric vehicles, decentralized technologies, and green power pricing.

Evaluate, develop and implement energy products and technologies that improve energy load profile.

Provide technical support to commercial and industrial customers interested in implementing new energy technology equipment and alternative energy sources; provide input into product design issues; review proposed new products and services and advise on viability.

Conduct research into cost effective energy efficiency measures that will provide residential, commercial, and industrial electric utility customers with new and innovative energy efficient products; prepare and distribute surveys and analyze results; prepare program proposals and cost analysis and track results of program implementation.

Design and participate in focus groups discussing technical product needs and development potential; compile and analyze collected information; prepare narrative and statistical reports of findings.

Recommend and assist in the implementation of energy efficiency and demand reduction goals and objectives; establish policies and procedures, schedules, and methods for providing incentives; implement energy efficient and demand reduction programs.

Develop new and innovative technical means to deliver high speed, customer valued technical products and services through the internet and other electronic media.

Supervise and participate in market research regarding energy efficient and demand reduction measures, products, and services for residential, commercial, and industrial customers; develop and/or acquire measures, products, and services that maximize public benefits and revenues to the City.

QUALIFICATIONS:

Qualifications for Resource Programs Specialist III:

Four years of increasingly responsible experience designing, implementing and monitoring energy efficiency programs, income qualified programs, distributed energy projects and renewable energy projects supplemented by a Bachelor's degree from an accredited college or university with major course work in business, business administration, public administration, marketing, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of energy efficiency methods and principles; residential, commercial and industrial energy audit and equipment; electric vehicles, renewable green power and energy efficiency methods and principles; effective program management techniques; analytical techniques; budget preparation and analysis techniques; accounting principles; program goals and participation levels; principles of contract negotiation, preparation and monitoring; new and emerging energy efficiency and conservation technologies; electrical and water systems serving the City; basic construction, engineering, and building principles; principles and practices of effective supervision and training; pertinent state, federal and local laws, ordinances, and regulations; principles and practices of effective customer relations; data collection and report preparation techniques; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to effectively develop, implement and monitor assigned programs; effectively solve problems; collect and analyze data; interpret complex data and information; review and evaluate new products

and services; make sound recommendations; prepare a variety of statistical and narrative reports; effectively organize work and prioritize program activities; develop and maintain a variety of electronic databases and apply relevant data to program design strategies; effectively request, negotiate, develop and monitor contracts; prepare budgets and track program expenditures; interpret and apply federal, state, and local policies, laws, and regulations; exercise tact, diplomacy and professionalism in the conduct of business both internal and external to the City; prepare clear, concise and accurate reports including recommendations and implementation strategies; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license.

Qualifications for Senior Resources Program Specialist:

Six years of increasingly responsible experience designing, implementing and monitoring energy efficiency programs, income qualified programs, distributed energy projects and renewable energy projects supplemented by a Bachelor's degree from an accredited college or university with major course work in business, business administration, public administration, marketing, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of energy efficiency methods and principles; residential, commercial and industrial energy audit and equipment; electric vehicles, renewable green power and energy efficiency methods and principles; program management techniques; analytical techniques; budget preparation and analysis techniques; accounting principles; program goals and participation levels; principles of contract negotiation, preparation and monitoring; new and emerging energy efficiency and conservation technologies; electrical and water systems serving the City; construction, engineering, and building principles; principles and practices of effective supervision and training; pertinent state, federal and local laws, ordinances, and regulations; principles and practices of effective customer relations; data collection and report preparation techniques; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to develop, implement and monitor assigned programs; solve problems; collect and analyze data; interpret complex data and information; review and evaluate new products and services; make sound recommendations; prepare a variety of statistical and narrative reports; effectively organize work and prioritize program activities; develop and maintain a variety of electronic databases and apply relevant data to program design strategies; effectively request, negotiate, develop and monitor contracts; prepare budgets and track program expenditures; interpret and apply federal, state, and local policies, laws, and regulations; exercise tact, diplomacy and professionalism in the conduct of business both internal and external to the City; prepare clear, concise and accurate reports including recommendations and implementation strategies; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license.

SUPPLEMENTAL INFORMATION:

IMPORTANT APPLICATION INFORMATION AND INSTRUCTIONS

Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received. The deadline for the first review of applications is on **Wednesday, May 24, 2017 at 5:00 PM. Applicants are encouraged to apply early. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. This recruitment may close at any time without notice after the first review date.**

The selection process may include, but is not limited to, an oral interview and a skills assessment.

Candidate qualification of Resource Programs Specialist III or Senior Resource Programs Specialist will be at the discretion of the City.

Candidates must be specific and complete in describing their qualifications for this position. Stating "See Resume" is not an acceptable substitute for a completed application. Failure to state all pertinent information may lead to elimination from competition.

The successful candidate will be required to undergo a reference / background check (to include a conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communication by any other method.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #2017-00104
http://www.anaheim.net/jobs						RESOURCE PROGRAMS SPECIALIST (III OR SENIOR)
201	S.	Anaheim	Blvd.,	Suite	501	CS
Anaheim,		CA			92805	
714-765-5111						

employment@anaheim.net

Resource Programs Specialist (III or Senior) Supplemental Questionnaire

- * 1. What is the highest level of education that you have completed?
 - Some high school
 - High school diploma or equivalent (GED)
 - Some college coursework
 - Associate degree
 - Bachelor's Degree
 - Master's Degree (e.g., MA, MS, MBA, MPH, etc.)
 - Doctorate (e.g., PhD, JD, etc.)
- * 2. Please list the major of your degree(s) as stated on your diploma(s). (If you do not have a degree, please enter "NA").
- * 3. How many years of increasingly responsible experience do you have designing, implementing and monitoring energy efficiency programs, income qualified programs, distributed energy projects and renewable energy projects?
 - I have no experience in this area
 - Less than a year of experience
 - One year but less than 2 years
 - Two years but less than 3 years
 - Three years but less than 4 years
 - Four years but less than 5 years (four years for RPS III)
 - Five years but less than 6 years
 - Six years but less than 7 years (six years for Sr. RPS)
 - Seven years but less than 8 years
 - Eight years or more
- * 4. Please describe your increasingly responsible experience designing, implementing and monitoring energy efficiency programs, income qualified programs, distributed energy projects and renewable

energy projects. (If you have no experience in this area, please enter "NA").

- * 5. Do you have experience with energy conservation programs and measures, including local and regional energy issues?
 Yes
 No
- * 6. Please describe your experience with energy conservation programs and measures, including local and regional energy issues. (If you do not have any experience in this area, please enter "NA").
- * 7. Do you have program management experience, designing and implementing resource efficiency programs from the ground up, including budget management and database tracking activities?
 Yes
 No
- * 8. Please describe your program management experience, designing and implementing resource efficiency programs from the ground up, including budget management and database tracking activities. (If you do not have any experience in this area, please enter "NA").
- * 9. Do you have knowledge and experience with city/government policies and practices?
 Yes
 No
- * 10. Please describe your knowledge and experience with city/government policies and practices. (If you do not have any experience in this area, please enter "NA").
- * 11. Do you have supervisory experience?
 Yes
 No
- * 12. Please describe your supervisory experience. (If you do not have any experience in this area, please enter "NA").
- * Required Question