

## Position Description

The position description is the foundation for recruiting, classification determination, formulating work plans and performance evaluations. Supervisors are encouraged to review the position description with the employee at the time of the performance evaluation and to consult Human Resources in revising position descriptions prior to changing assignments.

### SECTION ONE - General Information

Position Number: \_\_\_\_\_ Time Base: 1.0 \_\_\_\_\_

Current Classification Title: Admin Analyst/Specialist 4 (Exempt III) Current Working Title: Energy Manager

Department: Facilities Management

### SECTION TWO - Primary Action

Recruitment  Existing Position  New Position

Position Description Update

Skill Level Review

Classification Review

Requested By:  Employee  Management

### SECTION THREE - Signatures

Signature denotes that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Incumbent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: Andrea Alstone, Energy Manager

Supervisor's/Lead's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: Michael Fisher, Director, Planning Design and Sustainability

Dean/Chief Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: Michael Fisher, Director, Planning Design and Sustainability

If this form is to request a Classification or Skill Level Review:

Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: Sherie C. Gordon, VP of Administration and Finance

## SECTION FOUR - Responsibilities and Requirements

### A. Position Summary: (Briefly state the purpose or objective of the position.)

Under the general direction of the Director of Planning and Sustainability, the incumbent provides administrative and programmatic leadership in multiple focus areas related to campus energy and utility conservation, efficiency, and usage. The incumbent will also plan, facilitate and promote energy and utility efficiency projects, initiatives and activities University wide-and will coordinate with stakeholders across campus, vendors, professional consultants, contractors and the Chancellor's Office to meet strategic goals. This position will perform research and identify areas of opportunity related to energy and utility usage on campus and plan, develop and prioritize action items to address them, while also functioning as the functional Energy Manager for the campus. Additionally, the incumbent provides lead work direction to others for assigned projects or initiatives and is responsible for advising and mentoring academic students and student groups, as assigned.

### B. Essential job functions: (List the major responsibilities and the estimated percentage of time devoted to each - then indicate the tasks and work activities required to perform each major responsibility/function.)

*Example:           25%    Provides user support to faculty, students and staff.*  
*a. Installs desktop application and software.*  
*b. Trains users in software applications.*

#### 1) 80% Plans, Manages & Oversees Energy Management & Reporting for the Campus:

a. Serves as the designated campus liaison concerning energy management, utility management and related reporting.

b. Collaborates with primary stakeholders across campus to develop and manage efforts that ensure utility billing is properly accounted and in alignment with campus and CSU policy. This includes the tracking, reporting and analysis of all campus utility billing and development and implementation of billing methodologies associated with such.

c. Coordinates negotiation and administers utility contracts with external service providers, with the Director of Planning and Sustainability.

d. Leads efforts associated with ensuring all utility usage is properly tracked and recorded so as to ensure CSU reporting requirements are achieved. To include ensuring submission of monthly energy reports to the Chancellor's Office. Produces, maintains, and updates, as necessary, plans and documents charting energy and utility sustainability goals, priorities, progress, and information.

e. Coordinates with the Director of Planning and Sustainability in examining University operations in areas such as, but not limited to, electricity, natural gas, water and fuel consumption so as to identify and prioritize likely areas to introduce sustainability concepts for energy and cost efficiencies.

f. Oversees efforts associated with developing energy projects including development of a broad multi-year portfolio which decreases the greenhouse gas admissions for the campus. To include development of a balanced approach which ensures a high level of self-generated funding for future projects through achievement of energy savings.

g. Oversees and manages efforts associated with review of energy project proposals so as to confirm the accuracy of predicted costs, future energy savings, and compliance with campus and CSU sustainability/energy policy and goals.

h. Oversees and manages efforts associated with implementation of energy projects including those associated with pre-project energy measurement, collaborating with the Planning & Design staff concerning finalization of project scope and its design, collaborating with others as required to manage the implementation of all such projects, and ensuring post-project performance is properly measured and reported.

i. Collaborates with Office of Sustainability staff to oversee the Go Green Fund and Energy Investment Fund including the development of protocols, procedures and guidelines required to administer such funds in a manner which assists the University in achieving reduced utility cost and decreased greenhouse gas emissions leading to achievement of the campus Climate Action Plan.

j. Serves as the campus' designated Energy Manager within the CSU System and oversees implementation of the CSU Energy Policy including any such campus-based protocols required to ensure adherence to such.

k. Performs required analysis and then prepares reports related to sustainability energy and utility certification and reporting protocols including but not limited to: PG&E Demand Response, USGBC LEED, AASHE STARS, EPA Energy Star Portfolio Manager, Sierra Cool Schools, Clean Air Cool Planet, and the Climate registry; sustainability assessments and reporting energy and utility metrics to internal

and external sources such as those mentioned above, and campus based sustainability reports.

l. Provides leadership and guidance while working with University departments, groups and students in developing, implementing and managing energy utilization and efficiency programs, initiatives and activities.

m. Researches, prepares and submits relevant grants, upon approval, to enhance and leverage campus funding for energy and utility programs, initiatives and activities. Includes grant management, budget management and reporting.

n. Leads efforts required to fully develop short term and long term energy project plans focused on achieving strategic goals while also being primarily funded through outside resources or utility savings.

o. Advises and recommends an energy project portfolio for campus implementation for both single year and multi-year action plans.

2) 10% Student Outreach & Involvement

a. Advises assigned students groups focused on energy efficiency efforts. Activities include advising and mentoring students in associated with energy efficiency project development, technical review, proposal evaluation, and advising during the project implementation process.

3) 5% Professional Development & Collaboration

a. Participates in mandated University trainings, meetings and other events during normal work hours and as requested.

b. Represents the Facilities Management Department in University and CSU work groups and committees as assigned.

c. Attends and participates in conferences, panels, committees, workshops and trainings at the local, state, and national levels to present and develop sustainability energy & utility information.

d. Handles sensitive information and maintains confidentiality with Office staff, University departments, and external agencies.

e. May perform duties associated with emergency response functions in the event of an emergency (i.e., earthquake, fire, flood, etc.,)

4) 5% Other Duties as Assigned

C. Minimum qualifications required to perform all essential functions: (Indicate work experience including type of work and number of years required; education, if applicable, including desired degree and field of study, and specify certificate or license requirements; e.g. nursing, counseling, lab tech, or automotive and equipment operator.)

1) Bachelor's degree and/or equivalent training and administrative work experience involving overseeing, administering and implementing sustainability, energy management and/or climate change and adaptation related program and services.

2) Equivalent to a minimum of three years of progressively responsible administrative work experience in at least one of the following fields: sustainability, environmental programs development/protection resource conservation, or energy management and preferably in an institutional or public/non-profit sector.

3) Demonstrated leadership abilities and record of success in the area of sustainability, resource conservation, or energy management.

4) Ability to work with various and diverse constituencies, both internally and externally to: identify issues, bring clarity to ambiguity, build trust through developing working relationships and consensus building in order to advance organizational goals and values.

5) Well developed analytical and planning skills including experience managing budgets and developing and implementing initiatives, projects and services related to the duties assigned.

6) Knowledge of federal, state and local laws and regulations related to the duties assigned.

7) Well developed interpersonal and written and verbal communication, writing, negotiation and presentation skills.

8) The ability to realize goals by working cooperatively with and through a diverse group of constituencies on all levels within the campus as well as city, county, state and other regulatory agencies.

9) Proven skills in leadership, management, promoting and managing change, team building and fostering cooperation.

10) Possession of a valid driver's license.

D. Knowledge, special skills and abilities required:

In addition to the minimum qualifications noted above, this position requires the following knowledge, special skills and abilities:

1) Working knowledge of the common principles, problems, and methods of public and business administration and operational and fiscal management.

2) Ability to understand problems from a broad, interactive, systems thinking perspective and discern underlying principles to conceive of and develop strategic solutions.

3) Advanced knowledge of energy resource planning, energy management, and energy efficiency project planning, development and implementation.

4) Demonstrated ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions using reasoning and judgment as well as an understanding of the impact on other areas.

5) Demonstrated knowledge of business and financial processes, protocols, and techniques required to successfully plan, develop, manage and implement a broad energy project portfolio with limited independent financial resources available.

- 6) Highly developed analytical skills as required to complete research and statistical analysis of energy utilization and management, to interpret and evaluate results, produce reports and develop projects, programs, initiatives, activities, policies and procedures which will assist the campus in meeting its energy reduction and greenhouse gas emission reduction targets.
- 7) Highly developed project management skills including those required to plan, lead, guide and manage the implementation of energy efficiency projects with a diverse group of clientele. To include knowledge of typical analytical and evaluative processes, resource requirements, scheduling, cost estimating and related documentation requirements.
- 8) Working knowledge of the California Energy Code and related industry best practices and standard associated with energy management and energy efficiency projects.
- 9) Working knowledge of sustainability and energy certification programs and rating systems related to facilities operations and development including USGBC LEED, AASHE STARS, EPA Energy Star Portfolio Manager, Clean Air Cool Planet, and the Climate Registry.
- 10) Demonstrated effective leadership and team management skills with proven ability to organize and manage teams, including internal planning, design and operations staff, external consultants and contractors as related to the area of assignment.
- 11) Thorough knowledge of modern communication techniques, vehicles and formats and the ability to effectively use technology to achieve communication goals and the ability to apply emerging communication theories, practices, principles, and techniques that might be employed to promote and advance sustainability on campus.
- 12) Ability to perform accurate computations and unit conversions that include knowledge of subject matter units and knowledge of project economics and finance.
- 13) Ability to effectively apply standards, guidelines, processes, procedures and terminology specific to the California State University. To include the ability to conduct appropriate research and exercise independent judgment as necessary to ensure assignments are managed appropriately.
- 14) Demonstrated competence and ability to independently research, understand, interpret, develop, communicate and implement regulations, codes, policies, procedures, guidelines and precedents regarding energy resource planning, management and projects.
- 15) Excellent communication skills with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing and a thorough mastery of English grammar with a demonstrated ability to proofread and edit.
- 16) Ability to research and analyze data from a variety of sources and generate reports including skill in identifying, investigating and analyzing problems that impact success or facilities/energy information. To include recommendations toward solutions for such.
- 17) Ability to use tact, diplomacy, and professionalism to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- 18) Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- 19) Ability to maintain confidentiality and professionalism and handling confidential information with discretion and sensitivity.
- 20) Ability to train others and provide lead work direction.
- 21) Ability to maintain records, retrieve data, prepare and present complex reports using computerized recordkeeping systems and databases.
- 22) Ability to independently perform detailed work with a high degree of accuracy and efficiency, and exercise sound judgment.
- 23) Ability to take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved. To include excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- 24) Demonstrated ability to effectively present ideas and concepts in written or presentation form that consider communication style and language appropriate to diverse audience needs, and serve as liaison for Facilities in matters relating to sustainability. To include ability to use consultative, collaborative and facilitation skills to obtain decisions required to move forward toward implementation.
- 25) Demonstrated ability to establish and maintain effective working relationships within and outside the Department as well as serve as a liaison to the campus and community. Ability to collaboratively work with representatives within the campus and public/private entities and handle potentially sensitive situations appropriately. To include demonstrated consultative skills in working with internal and external constituent groups.
- 26) Ability to communicate effectively and work harmoniously with a wide variety of individuals and organizations directly and indirectly involved with projects and/or assignments. Communication skills must include the ability to use expertise and influence as well as persuasion and negotiation tactics to effectively solve problems while achieving short and long term goals and objectives.
- 27) Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.
- 28) Ability to initiate, establish, and foster teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population and with those from various cultural backgrounds.
- 29) Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
- 30) Fluent in the use of standard office equipment (copiers, scanners, fax machines, radios, multi-faceted phone and voicemail systems, etc.) technology and standard computer applications such as Microsoft Office (Word, Excel, Powerpoint, Explorer, Project, etc.).
- 31) Developed skills in the use of specialized software systems (customized databases, energy management systems, construction management systems, project management systems, etc.).

E. Equipment used in the performance of the assignment:

This position utilizes a variety of equipment typical to an office and project environment to successfully complete the duties assigned including:

- 1) Computer and/or Tablet and Associated Software Systems
- 2) Specialized Printers & Copiers (i.e., duplex printers, plotters, etc.,).
- 3) Complex & Specialized Communication System (i.e., University multi-faceted phone and voicemail system, paging system, two-way radios and other communication devices).
- 4) Typical Office Equipment (i.e., fax machine, shredder, etc).
- 5) Digital Camera
- 6) GIS & Other Measuring or Inspection Devices or Utility Location Equipment
- 7) Data logging and energy use monitoring equipment.
- 8) Campus vehicles including cars, trucks and utility vans.

F. Specific physical and/or environmental working conditions that relate to the essential job functions of the position:

In general, this position works a consistent schedule, Monday- Friday from 8:00 a.m. thru 5:00 p.m. Business needs may occasionally require evening and weekend hours in order to ensure assigned tasks and duties are completed as required or to respond to campus emergencies.

This position works in a wide variety of environments including both a typical office environment as well as a facility/building and construction oriented environment. As such, the position requires:

- 1) Sitting for prolonged periods of time.
- 2) Ability to lift up to 30 pounds occasionally.
- 3) Ability to conduct site visits as required to complete field investigations which may require traversing uneven slopes and climbing stairs.
- 4) Ability to oversee or inspect work in a construction oriented environment which requires the use of personal protective equipment.
- 5) Work may involve exposure to dusty open trenches, noise, falling hazards, confined spaces, inclement weather and hazardous materials such as lead and asbestos.
- 6) Ability to work in a shared office area where there is heavy traffic, multiple interruptions and noise from office equipment and/or nearby conversations.

In addition, this position may occasionally require the ability to travel as required to conduct State business.

This position is a "designated position" in the California State University's Conflict of Interest code and is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act.

This position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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## SECTION FIVE - Additional Information

List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, and skills levels.

Describe the nature of supervision the employee in the position will receive.

This position will work under the general direction of the Director of Planning and Sustainability. The incumbent will perform work independently based on the goals and objectives outlined by the supervisor with consultation and reporting of progress on defined tasks. Level of oversight will be determined by the scope and complexity of each task.

**To be completed by Human Resources - CANRA Reporting Status:**  Non-Reporter  Mandated Reporter

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**Attach a current Organization Chart of the department/unit**

*(Indicate class titles and times bases. Indicate this position by an asterisk (\*) on the chart.)*