



# University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE
Administrative Analyst/Specialist – Exempt I	1038	12	2	TR	06/29/2023

## 1. POSITION INFORMATION

Employee: \_\_\_\_\_ Department: Facilities Management - Sustainability

Current Classification: AA/S – Exempt I Working Title: Energy and Sustainability Coordinator

Time Base:  F.T.  P.T. \_\_\_\_\_ %  Other \_\_\_\_\_ FLSA Status:  EX  NE

Position Provides Lead Work Direction To:

Classification: \_\_\_\_\_ Student Assistant Qty: Up to 3 FTE: Up to 1.5

Classification: \_\_\_\_\_ Qty: \_\_\_\_\_ FTE: \_\_\_\_\_

Name & Title of Work Lead (if any): \_\_\_\_\_

Name & Title of Appropriate Administrator: \_\_\_\_\_

Name & Title of Dean/Manager (MPP): \_\_\_\_\_

## 2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting:  New Position  Replacement Position, former incumbent: \_\_\_\_\_

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days’ advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days’ prior to Effective Date.

Effective Date: \_\_\_\_\_

## 3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding 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.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Manager (MPP): \_\_\_\_\_ Date: \_\_\_\_\_

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#### 4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx>.)

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

#### 5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

1. Bachelor's degree and/or equivalent training and work experience in a related field.
2. Experience preparing reports and spreadsheets which quantify benefits and savings resulting from sustainable operations and practices.
3. Experience, education, or training in planning, implementing, and/ or evaluation of cross functional sustainability programs.
4. Knowledge of green building practices, sustainability opportunities, and the technical experience for addressing such matters while maintaining a balanced sense of environmental stewardship.
5. Self-starter and able to work independently with minimum supervision, exercising sound judgment and good decision-making skills.
6. Demonstrated organizational, time management, project development and oversight skills, with the ability to support multiple projects at various stages while meeting milestones and deadlines.
7. Ability to discover, assimilate, and evaluate complex information, summarize for a given audience and prepare formal and informal presentations containing the information.
8. Demonstrated ability to provide detailed and accurate information using a variety of methods, such as written reports with tables and spreadsheets, web pages, Power Point, and/ or graphical software.
9. Excellent interpersonal skills with the ability to work collaboratively as a team member and foster positive working relationships with individuals at all levels of a diverse organization.
10. Demonstrated ability to anticipate conflict and the creation of win-win solutions.
11. Experience using Microsoft Office, with special emphasis on Excel, Word and PowerPoint.

Conditions of Employment:

- Ability to pass a background check.

Employee Initials:

Date:

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Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent’s ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

12. Bachelor’s Degree in Environmental Studies, Environmental Science, Biology or related field
13. Certification in one or more of the following: Registered Professional Engineer, Certified Energy Manager, Green Building Engineer, LEED AP, LEED Green Associate
14. Experience working in an educational institution or large organization.
15. Experience leading others.
16. Familiar with the use of software applications for graphic design, web site development and marketing.

## 6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the general direction of the Director of Energy & Sustainability, the Energy and Sustainability Analyst supports the development, advancement, and continuation of the Energy and Sustainability program.

## 7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
30%	Daily	<u>Sustainability</u> <ul style="list-style-type: none"> <li>• Research, analyze, and participate in data collection for worldwide Sustainability, Tracking Assessment and Rating System.</li> <li>• Work with students and faculty to assist with research projects that target campus water, energy, waste and greenhouse gas emissions reduction strategies.</li> <li>• Research local, state, and federal grant submissions targeting funding for energy and sustainability projects that reduce campus energy, water, waste, and greenhouse gas emissions</li> <li>• Participate in campus energy and sustainability meetings, tours, and events on and off Campus</li> <li>• Coordinate the campus Sustainability Committee</li> <li>• Assist with preparation of necessary administrative, operational and statistical reports</li> </ul>

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30%	Daily	<p>for both internal and/or external use.</p> <ul style="list-style-type: none"> <li>• Assist with developing communication and marketing materials, including the Sustainability department website, Social Media and campus signage.</li> <li>• Participates in the planning coordination and execution of various sustainability events.</li> <li>• Prepares and conducts sustainability related presentations.</li> <li>• Trains and provides lead work direction to student assistants and interns.</li> </ul> <p><u>Energy</u></p> <ul style="list-style-type: none"> <li>• Facilitate an energy reduction team to audit and guide campus faculty and staff in energy reduction initiatives impacting department level behavioral changes.</li> <li>• Assist with reconciling and submitting energy rebates.</li> <li>• Assist with monthly and annual energy and utilities reports.</li> <li>• Develop projected energy consumption and costs for buildings given certain or changing operating parameters.</li> <li>• Participate in system wide Energy and Utility Managers Committee meetings</li> <li>• Develops and recommends implementation strategies to integrate Energy and sustainability into all campus operations, student activities and academic programs</li> <li>• Assists in the development and ratification of Energy and Sustainability policies.</li> <li>• Analyze and monitor emerging energy and sustainability trends and programs and issue recommendations.</li> <li>• Assists in tracking and reporting of Scope 1, 2, and 3 greenhouse gas emissions.</li> <li>• Investigates and disseminates information regarding current and emerging local, state and federal energy policies and regulations.</li> </ul>
15%	Monthly	<p><u>Utilities</u></p> <ul style="list-style-type: none"> <li>• Collaborate with Space Management, customers, and scheduling assistants to ensure building equipment operating schedules are set appropriately. Use Energy and Space Management scheduling software applications to confirm and adjust schedules as needed.</li> <li>• Assist with utility consumption reports and billings to the appropriate administrators, Chancellor's Office, and auxiliary organizations.</li> <li>• Perform energy usage and cost estimates for space usage requests.</li> <li>• Perform monthly utility meter readings</li> </ul>
20%	Weekly	<p><u>Bio-conversion and Agricultural Collaborative Yard (BAC Yard)</u></p>

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		<ul style="list-style-type: none"> <li>• Responsible for maintaining day-to-day operations of the campus Bioconversion and Agricultural Collaborative Yard.</li> <li>• Check, maintain and log aquaponics water quality parameters regularly</li> <li>• Provide lead work direction to student assistants, interns, and volunteer hours</li> <li>• Schedule and facilitate faculty and visitor tours and events</li> <li>• Oversee and assist with student projects</li> <li>• Explore opportunities for additional partnerships, opportunities and projects</li> </ul>
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## 8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	Monthly	Additional duties as assigned

## 9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

**9a. Nature and Scope of Authority:** Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.  
 This position has the authority to provide lead work direction for up to 3 student assistants, including: scheduling, job Tasks, and timesheet approval.

**9b. Problem Solving:** Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.  
 Encounters problems with data collection for the Sustainability Tracking Assessment and Rating System, mitigates problems and holds departments accountable for project deadlines. The incumbent determines the severity of problems and refers high level issues to supervisor.

**9c. Contacts On- and Off-Campus:** Purpose and nature of working relationships with on- and off-campus contacts.

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Has regular interaction with other CSU Sustainability departments and off campus stakeholders to share and discuss sustainably best practices.

**10. ADA REQUIREMENTS – MUST BE COMPLETED**

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	0	Direct others	0	Is exposed to excessive noise
F	Stand	F	Concentrate	0	Is around moving machinery
F	Walk	F	Analyze	0	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic	0	
F	Bend	F	Demonstrate recall	0	Is exposed to dust, fumes, gases, radiation, microwave (circle)
0	Climb	F	Make decisions	0	
0	Reach	F	Works rapidly	0	Drives motorized equipment
0	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
0	Push/Pull	F	Tolerate variety	0	Works in high places
0	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
0	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
0	Lift: _15_ lbs. max				
0	Carry: _15_ lbs. max				
0	Operate equipment				
F	Perform keyboard entry				
	Other:				

**11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY**

**PROJECT COORDINATION/LEAD RESPONSIBILITIES**

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

**TECHNOLOGY USAGE**

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Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used