

CAPE LIGHT COMPACT
SENIOR ANALYST – RESIDENTIAL AND COMMERCIAL ENERGY EFFICIENCY PROGRAMS
\$105,007 - \$136,500

DEFINITION

Position is responsible for technical and administrative work supporting the Cape Light Compact's Commercial and Residential Active Demand Management, Commercial Equipment and Residential Retail Initiatives, and other Energy Efficiency Programs as assigned.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists the Implementation Manager in the design, development, and implementation of the Cape Light Compact's energy efficiency programs; including coordinating energy efficiency programs and overseeing the program contractors and other consultant's work.
- Responsible for the day-to-day management of the Cape Light Compact's Commercial and Residential Active Demand Management, Commercial Equipment and Residential Retail Initiatives. Includes oversight of those Cape Light Compact's vendors and management of program budgets and savings goals.
- Provide vendor management and oversight including scope of work development, issuance and evaluation of RFPs, assessment of pricing and technical capabilities, standing up vendors and tracking against KPIs, processing of invoices, and regular check-in meetings.
- Attend and provide Compact input on multiple statewide working groups including advocating for Compact positions and customer interests at the state level.
- Serve as technical expert for call center/customer inquiries, presentations, stakeholders, contractors, and other interested parties for demand response (battery storage), HVAC, and all other technologies.
- Oversee rebate processing for all downstream and midstream programs, including QA/QC, vendor management, tracking towards goal, customer escalation resolution, development and regular improvement of processing rules and procedures.
- Participates in public forums, workshops and conferences for local, state, and national energy efficiency interests. Works closely with various program and business trade allies.
- Compiles, organizes, and writes written reports, and presentations for their respective programs and services for the Cape Light Compact Governing Board, state agencies, the media and the public.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under general direction, the employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, regulations, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new, or adapt existing, methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines and in determining how they should be applied.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant with co-workers, vendors, the public, groups, and/or individuals, such as peers from other organizations and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

Bachelor's degree in engineering, business or public administration, environmental science or related field, and 3 to 5 years of related experience; or any equivalent combination of education, training, certification, and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Extensive knowledge of the roles and responsibilities of Massachusetts energy efficiency programs. Thorough knowledge of the Cape Light Compact and role of municipal aggregators under the Massachusetts Restructuring Law. Thorough knowledge of Commercial and Industrial Energy Efficiency Programs and the Environmental Protection Agency/Dept. of Energy's ENERGY STAR® programs. Knowledge of Battery Storage, HVAC, and Distributed Energy Resources Management Systems.

Abilities: Ability to plan, organize and direct the preparation of comprehensive energy efficiency improvements in the residential, commercial and industrial electric sector, including analyzing problems and formulating recommendations with utility representatives, and local and state

officials. Ability to establish and maintain effective working relationships with electric utility customers, engineering consultants and develop energy efficiency programs. Ability to plan and develop marketing and communications strategy. Ability to meet deadlines. Ability to prepare reports and formulate recommendations for marketing and communications strategy. Ability to meet deadlines. Ability to communicate effectively, orally, and in writing.

Skills: Excellent management, organizational and administrative skills. Excellent communication skills. Advanced computer skills; Microsoft Office products, and desktop publishing skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

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

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.