



**New Jersey Board of Public Utilities**  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



## NOTICE OF VACANCY

**\*\*This position may be eligible for telework up to two days per week\*\***

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**POSTING NO.:** 03-2023

**EXISTING VACANCIES:** One (1)

**TITLE:** Senior Program Manager

**OPENING DATE:** January 17, 2023

**SALARY:** Commensurate with Experience

**CLOSING DATE:** February 3, 2023

**WORKWEEK:** 35 hours (NL)

**DIVISION/LOCATION:** Division of  
Clean Energy

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**\*The Board of Public Utilities is a great place to work\***

You will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

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**GENERAL DESCRIPTION:** The Bureau of Energy Efficiency and Building Decarbonization within the BPU's Division of Clean Energy works to ensure that energy efficiency and building decarbonization programs, policies, and related initiatives reflect best practices, advance innovation, and reduce energy use while supporting economic growth, building sustainable infrastructure, creating well-paying local jobs and economic opportunities for diverse individuals and businesses, reducing carbon emissions, and improving public health to ensure a cleaner environment for current and future residents. The Senior Program Manager will help to lead the efforts of the Board to continue to advance and improve our energy efficiency and building decarbonization initiatives in order to meet New Jersey's ambitious clean energy goals.

In 2018, Governor Murphy signed into law the landmark legislation known as the [Clean Energy Act](#). The law called for a significant overhaul of New Jersey's clean energy systems by building sustainable infrastructure in order to fight climate change and reduce carbon emissions, which will in turn create well-paying local jobs, grow the state's economy, and improve public health while ensuring a cleaner environment for current and future residents.

Advancement of energy efficiency and building decarbonization in the state are key strategies to meet New Jersey's long-term clean energy goals, including the achievement of 100% clean energy by 2050. The Energy Master Plan identifies energy efficiency as one of the most affordable ways of reducing our energy demand and lowering emissions, while simultaneously making our homes and businesses more comfortable. The Energy Master Plan also notes that any meaningful transition of the state's energy system to reduce energy consumption and emissions must also encompass decarbonization – primarily through electrification – of the transportation sector.

Under the direction of the Director and Deputy Director of the Division of Clean Energy, the Senior Program Manager performs complex and sensitive administrative, analytical, and professional work to promote the planning, operation, implementation, monitoring, and/or evaluation of regulatory programs designed to ensure public safety, health, and welfare, and to protect the environment; conducts in-depth analyses, reviews program proposals, evaluates and monitors program activities, and prepares recommendations aimed at developing, implementing, or modifying regulatory programs; and reviews proposed draft regulatory changes for fiscal or programmatic impact and makes recommendations regarding the development and revision of agency policies based on changes to State and federal laws and regulations.

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### **WORK RESPONSIBILITIES**

#### Building decarbonization program development and implementation

- Perform research and analysis in support of designing programs that promote cost-effective and equitable building decarbonization.
- Plan, develop, and support implementation of the BPU's building decarbonization program goals, budgets, policies, procedures, and objectives, including State- and utility-run programs funded through the societal benefits charge, as well as federally funded clean energy-related projects.

#### Promotion of innovative buildings solutions

- Establish and oversee, as needed, competitive grant programs that provide applied research results – for example, in the areas of new buildings and clean heating and cooling districts.
- Support implementation of clean heating and cooling systems at institutions and campuses – which may include State government, local government universities, and colleges – through sharing of best practices, collaboration, coordination, and consultation with public and private project partners.

#### Building science training through the Clean Buildings Hub

- Serve as the BPU's lead on development and establishment of the Clean Buildings Hub in New Jersey, which is anticipated to result from partnership among public and private entities, with focus on the following areas:
  - Training and resources on code compliance and enforcement for building professionals and inspectors, respectively;
  - Training and resources on sizing, installation, and maintenance of heat pump technologies by contractors;
  - Development of curricula related to building decarbonization for new and current workers; and
  - Development of other online content and resources related to clean buildings provided by third parties, including utility companies and entities engaged by BPU.

### Research and analysis

- Perform research, data collection, analysis, and dissemination of information on energy efficiency topics as needed in support of Division of Clean Energy objectives.
- Responsible for developing recommendations to improve the program based on research results.

### Writing and presentation

- Review, analyze, and prepare written materials, such as letters, reports, correspondence, and other documents related to the program functions.
- Responsible for preparing and presenting Board agenda items, public notices, listserv announcements, etc.

### Internal collaboration and communication

- Participate and assist as needed in the development and implementation of additional, crosscutting BPU initiatives within the Division of Clean Energy and with other BPU divisions.
- Establish and maintain cooperative working relationships and communications with deputy attorneys general, BPU commissioners and staff members, and other state agency officials as needed to advance the work of the energy efficiency program.

### Stakeholder engagement

- Serve as a program liaison to a variety of parties, including federal, State, and local government officials.
- Supervise the preparation of and/or prepare informational materials, such as manuals, guides, and handbooks; plan and supervise program outreach, promotional activities, education/training workshops, webinars, etc.
- Lead and contribute to meetings with staff and stakeholders on a routine basis.
- Respond to requests for information regarding program activities or requirements.
- Mediate and respond to consumer complaints and requests.

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## **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree; Master's degree preferred.

**EXPERIENCE:** Five (5) or more years of demonstrated experience in and knowledge of the energy industry, energy efficiency, and environmental protection and/or sustainability issues are required. Demonstrated strength in interpersonal skills, decision-making, problem analysis, creative thinking, administrative judgment, delegation, managerial or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required. Demonstrated proficiency with Microsoft office, spreadsheet, database,

communications software, project management, and energy efficiency analytical tools are preferred.

**NOTE:** We value inclusion, integrity, innovation, empowerment, a culture of learning, and hard work above all else. Candidates with relevant undergraduate or professional experience are encouraged to apply, as are candidates who have shown a strong commitment to remedying the historical under-representation of people of color in energy through their work promoting equity, inclusion, and diversity as well as through their own lived experiences.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

**OPEN TO THE FOLLOWING:** Open to NJ Residents.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

**WORK AUTHORIZATION:** Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript indicating the date the degree was conferred (required), the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

*Visit us at <https://nj.gov/bpu/>*

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