



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 23-2020

DATE OF POSTING: September 9, 2020

DATE OF CLOSING: September 25, 2020

TITLE: Energy Efficiency Program Administrator

SALARY: Commensurate with Experience

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Clean Energy

GENERAL DESCRIPTION: The Clean Energy Act of 2018 plays a key role in achieving the State's goal of 100% clean energy by 2050 and emphasizes the importance of energy efficiency and peak demand reduction. The Act requires the BPU to adopt programs that ensure universal access to energy efficiency measures and serve the needs of low-income communities. Energy efficiency initiatives are one of the easiest and most cost-effective resources in our fight against the global climate crisis. New Jersey's next generation of energy efficiency will play a central role in rising to meet this challenge while providing significant benefits to residents and businesses throughout the state and growing a clean energy workforce.

Under the direction of the Energy Efficiency Manager within the Division of Clean Energy, the Energy Efficiency Program Administrator directs, manages, and oversees certain energy efficiency programs administered by the State of New Jersey and public electric and gas utilities in New Jersey.

Work responsibilities include:

- For State-administered energy efficiency programs that are part of the New Jersey Clean Energy Program (NJCEP), including new residential construction, new commercial and industrial construction, the Large Energy Users Program, new multifamily construction, combined heat and power / fuel cell projects, and additional initiatives (including in

technology research and development, workforce development, public education, and community energy planning):

- Perform technical reviews;
 - Analyze marketplaces;
 - Provide recommendations on program goals, designs, elements, policies, and budgets;
 - Oversee implementation of certain programs, including those that focus on low-to moderate-income customers and overburdened communities;
 - Review NJCEP program administrator compliance filings;
 - Assist in prospective and retrospective evaluation, measurement, and verification activities; as part of this, coordinate the program evaluation team, including annual contract development, budgets, and invoicing for the prime contractor; participate in monthly evaluation team meetings, develop meeting agendas, and track the progress of multiple evaluation efforts;
 - Prepare policy proposals and recommendations for stakeholder comment;
 - Prepare and present Board agenda matters;
 - Draft grant proposals and implement grant programs; and
 - Review and prepare comments on relevant legislation.
- For utility-administered energy efficiency programs, including existing residential buildings, existing commercial and industrial buildings, existing multifamily buildings, and additional utility initiatives:
 - Review utilities' program filings and requests for modifications:
 - Perform technical reviews;
 - Analyze marketplaces;
 - Provide recommendations on program goals, designs, elements, policies, incentives, and budgets; and
 - Prepare and present Board agenda matters, including related to energy efficiency filings.
- Support the Energy Efficiency Manager by, on a day-to-day basis, collaborating with and working alongside multiple energy efficiency contractors – including on program administration, evaluation of NJCEP programs, statewide evaluation of both utility and State programs, review of utility filings, and pilot programs – to advance NJCEP's mission.
- Assist the Deputy Director in management and leadership, as directed, of Energy Efficiency Working Groups (Equity, Marketing, Workforce Development, and Evaluation, Measurement, and Verification) and the Multifamily Subcommittee (under the Equity Working Group); and facilitate Working Group reporting through monthly EE stakeholder group meetings.
- Interact regularly and represent the Division in meetings with deputy attorneys general; commissioners; federal, state, and local agencies; investor-owned utilities; in-house legal

staff; contractors; customers; and other program stakeholders. Lead and contribute to meetings with staff and stakeholders on an ad hoc basis.

- Participate in internal meetings and external stakeholder meetings.

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

EXPERIENCE: Experience in managing or implementing programs focused on providing benefits to overburdened communities (e.g., low- and moderate-income, environmental justice communities, Urban Enterprise Zones) preferred. Knowledge of the energy industry, environmental protection, and/or sustainability issues preferred.

NOTE: Demonstrated program administration skills – including in interpersonal communication, project and time management, decision making, problem analysis and creative thinking, administrative judgment, interdepartmental cooperation, and organizational awareness – are required.

NOTE: Demonstrated proficiency with Microsoft Word, Office, Excel, PowerPoint, database, communications software, and energy efficiency investment analytical tools preferred.

OPEN TO THE FOLLOWING: Open to NJ Residents.

NOTE: 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.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL TO:

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