



Sustainability Analyst

Purpose of the role:

Under direction, performs a full range of responsible and varied professional, analytical, scientific, financial, systems, statistical, project, management, and other data and program analyses and duties in providing responsible staff support to a City department or office in the area of sustainability; assumes responsibility for the management and administration of a specific program area within sustainability; recommends actions and assists in research, policy, procedure, practices, scientific analyses, and plan development and implementation for area of assignment; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

Distinguishing Characteristics:

Positions at this level are generally assigned responsibility for the management and administration of a specific program and independently perform responsible and difficult analytical, scientific, financial, systems, statistical, project, management, and other data and program analyses and duties in providing responsible staff support to a City department or office in the area of sustainability. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in conducting research, gathering and analyzing data, carrying out scientific analysis using appropriate software tools and models, developing applicable resources and information. Projects may include statistical and scientific analysis, research, modeling, operations support, policy, procedures and budget development, and the writing of reports and plans within the discipline of sustainability including, but not limited to energy, waste, water, climate change, environmental pollution and transportation. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in carrying out appropriate research, data and scientific analysis, and make sound recommendations based on study results.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Provides assistance in resolving the more difficult operational, scientific and administration problems; identifies problem areas and issues; plans, organizes, coordinates, directs, and/or conducts administrative, scientific and/or management studies relating to the sustainability; conducts complex surveys, research, data collection and analytics, modeling and analysis on administrative, scientific, fiscal, and operational issues; determines analytical techniques and information-gathering processes and obtains required information and data for analysis; employs appropriate software tools to conduct analysis, analyzes alternatives and makes recommendations regarding such areas as energy use and resources, waste

management and diversion, water use and conservation, climate change and related emissions, sustainable management practices, and outreach and education in these areas. Makes recommendations, with supporting cost-benefit analyses, in regard to facilities, capital and technical improvements, techniques, policy and procedure modifications; discusses findings with management staff and prepares reports of study conclusions; oversees and assists in the implementation of recommendations.

- Provides complex staff assistance to management staff; participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Plans, coordinates, implements, promotes, and oversees assigned programs, projects, and initiatives; oversees and participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; oversees and participates in the development and implementation of strategies and work plans for the achievement of these goals.
- Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the City; oversees or performs the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; monitors project success using appropriate tracking and feedback systems.
- Performs a range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensures work is performed in compliance with contracts and agreements.
- Coordinates assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment; represents the assigned area to public and private groups, organizations, and other City groups; provides information and assistance as appropriate.
- Oversees and participates in the design, authoring, production, and distribution of a variety of educational, promotional, marketing, outreach, and informational materials, communications, and presentations within the area of sustainability for assigned programs, services, resources, web, social and print media, events, and activities; as assigned, authors newsletter and blog articles related to sustainability; and creates press releases and serves as press contact for assigned programs.
- Ensures that assigned program activities and services comply with relevant federal, state, and local laws, policies, and regulations.

- As needed, participates in the budget development process and budget monitoring activities for assigned areas of responsibility; collects and analyzes financial data; creates data tracking and reporting systems; monitors status.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of sustainability and related scientific areas; stays abreast of federal, state and local laws, policies and regulations within assigned area of responsibility.
- May direct the work of support staff on a project or day-to-day basis.
- Performs related duties as required.

Depending on area of assignment, duties may also include:

- Manages City's waste program to ensure Citywide compliance with state and local regulations including diversion mandates and reporting requirements. Develops, implements and manages hauler contracts, recycling programs, waste- and recycling-related outreach and education, food recovery and organics processing, construction and demolition waste; develops plans and RFPs for waste and recycling services; manages day-to-day operations in collaboration with haulers; performs waste-related customer service as needed; collects, manages, analyses and reports waste and recycling data; completes state-required waste reporting, oversees Adopt-A-Hwy program, Neighborhood CleanUp program and/or any other waste-related City program as needed.
- Facility and contract management, data collection and analysis, invoicing and reporting of household hazardous waste. Planning for, tracking and reporting of funds associated with state recycling grants.
- Manages City's water conservation program to ensure Citywide compliance with federal, state and local regulations including conservation, efficiency and use mandates and reporting requirements. Collect, organize, analyze, map and report water use data by Municipal government and by water agency customers. Develop plans and policies for water conservation and implementation of water allocations or budgets; conduct rate analyses; develop RFPs for related studies; complete annual water loss reporting; research and conduct cost-benefit analyses for water-saving technologies, incentives and rebates. Develop and implement plans for outreach and education related to water use.
- Manages municipal energy use program including data collection, analysis, and reporting; evaluation of energy efficiency in buildings and infrastructure; benchmarking of City facilities; participation in utility and energy network energy efficiency incentive programs; research, analysis and modelling of alternative energy options and technologies; development and implementation of municipal energy plans and policies including distributed energy resources, RECs (Renewable Energy Certificates) and LCFS (Low Carbon Fuel Standard) credits.

- Manages citywide energy and climate action planning including development, analysis and reporting of greenhouse gas inventories for local government and community; analysis, mapping of community energy use and efficacy of energy efficiency programs; outreach, education and planning for green business certification and business energy programs; development of climate action and resilience plans with stakeholder engagement; cost-benefit analysis and implementation of community energy and climate change mitigation and adaptation policies and strategies.
- Plans, organizes and administers education and engagement program in sustainability including design and development of outreach materials, website design, development and analytics, social media, and newsletters; design, development and management of staff education and engagement program including purchasing and green business best practices and policies; customer service and grant administration in support of the sustainability program.
- Provides expertise and support to City departments on sustainability issues including state targets and mandates, legislation, technologies and innovations, and best practices.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Best practices in sustainability.
- Organization and operation of municipal government.
- Municipal government functions specifically related to program area.
- Operational characteristics, services and activities of assigned program area (energy, water, waste, transportation, climate change, environmental pollution) within sustainability.
- Principles and practices of program planning, development and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, technologies, and operational needs related to area of assignment.
- Principles and practices of contract negotiation, preparation and monitoring.
- Principles and applications of critical thinking and analysis.
- Techniques, formulae and model development for administrative, scientific, financial and comparative analyses.
- Research, data collection and organization, data analysis, model development, use of software tools applied to program area within sustainability.
- Methods and techniques of effective scientific, administrative, resource data, and financial record keeping, report preparation, and presentation.
- Recent developments, research methods, current literature, tools, innovations, practices and sources of information related to assigned area within sustainability.
- Terminology used in area of assignment.

***Desired
Minimum
Qualifications:***

- Principles and practices of budget preparation and administration, grant application and administration, and sustainability principles and practices.
- Principles of business letter writing.
- Principles of effective community engagement.
- Sustainability metrics including resource use, efficiency, and greenhouse gas emissions calculations.
- Federal, state, and local government organizations related to the fields within sustainability.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of lead supervision and training, which may be applied to the supervision of volunteers.
- Modern office procedures, methods, and equipment including computers and various software packages, which may include desktop publishing, spreadsheet, database and energy modelling software applications.
- Principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, organize, direct, coordinate, analyze and evaluate assigned programs, projects, events, or scientific area.
- Oversee and participate in the development, administration and implementation of program goals, objectives, procedures and practices.
- Research, negotiate, manage, and monitor contracts and agreements.
- Perform a range of professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Collect, organize, analyze, and interpret varied information and data.
- Develop methods, models and metrics in support of data analysis within program work area.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, scientific, and administrative issues.
- Analyze complex problems, identify and analyze alternative solutions, model and project consequences of proposed actions and implement recommendations in support of goals.
- Develop recommendations for problematic areas and implement and monitor changes.
- Read and interpret plans and specifications.
- Prepare clear and concise scientific, administrative and financial reports.
- Prepare clear, accurate and concise tables, schedules, charts, summaries and other materials in statistical and narrative form.
- Establish and maintain data collection, record keeping, tracking, filing, and reporting systems within sustainability program area.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.

- Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies.
- Identify and respond to community and organizational issues, concerns, and needs.
- Coordinate multiple projects and meet critical deadlines.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Plan, schedule, and review the work and performance of volunteers and subordinates in a manner conducive to proficient performance and high morale may be required for some positions.
- Participate in the preparation and administration of budgets and workplans.
- Operate and use modern technology including computers, tablets, smart mobile devices and various software packages including spreadsheets, databases, information systems, modelling, mapping, emissions, and benchmarking tools.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education/Training:

A Bachelor's degree from an accredited college or university in environmental or physical science, sustainability, resource management or related field.

Experience:

Two years of responsible professional level scientific, analysis, or sustainability program management experience at a level comparable to an Assistant Analyst with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

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

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; interact with officials and the public.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 9/13/2018

Date Revised: