

Now accepting applications for:

## ANALYST II (SUSTAINABILITY)

Analyst II:  
\$97,744 to \$114,993 Annually\*

### Two Vacancies

#### Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like "wellness," "empathy" and "innovation" are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

\*Appointment beyond the posted salary range may be considered for exceptional qualifications and experience. Salary growth following appointment is in accordance with a pay-for-performance plan and increases may be awarded annually for meritorious performance

#### What's the role?

We're looking for two **highly motivated, passionate, and detail oriented professionals** to take on the roles of Analyst II (Sustainability). You will join a **fast-paced, dynamic team environment**, providing services within the Sustainability Division of the City Manager's Office. One full-time position focuses primarily on **community and employee engagement programs**, and the second full-time position focuses on **program and policy technical analysis**. Key skills for both roles include the ability to conduct research and analysis, measure results, write reports, and effectively work with City staff and the community. Review our detailed job description [here](#).

#### The Essentials

##### Analyst II

- Two years of full-time analytical experience equivalent to the position of Analyst I with the City of Mountain View.
- Bachelor's degree from an accredited college or university in public administration, business administration, economics, or a closely related field.
- Possession of, or ability to obtain, a valid California Driver License.

##### Bonus Points

- Bachelor's degree in environmental studies/sustainability/science, marketing, or a closely related field is preferred.
- Master's degree in environmental studies/sustainability/science, marketing, or a closely related field.
- Hands-on public, private, or non-profit experience in sustainability:
  - Designing and executing marketing/engagement campaigns targeted at resident, business, or employee behavior change.
  - Conducting advanced-level quantitative analysis.
- Experience in contracts management (preparing, reviewing, and administering).

#### What You'll Do

- Conduct research, analyze, and report on the data metrics.
- Partner with internal and external stakeholders to design and implement programs and report progress.
- Facilitate request for proposal process, and negotiate and execute contracts.
- Manage program budget, including projecting annual costs and tracking expenses. Apply for awards, apply for and manage grants, and report progress.

##### Depending on assigned role, primary focus will include:

##### Community and Employee Engagement

- Design and execute behavior change programs related to transportation, energy, food, and other areas.
- Manage and inspire participation in community challenge events.
- Create collateral; design and write content for ads, social media, videos and other outreach material.
- Manage web sites, secure earned media, conduct surveys, and manage community volunteers.
- Facilitate events with an inspiring and bold voice.

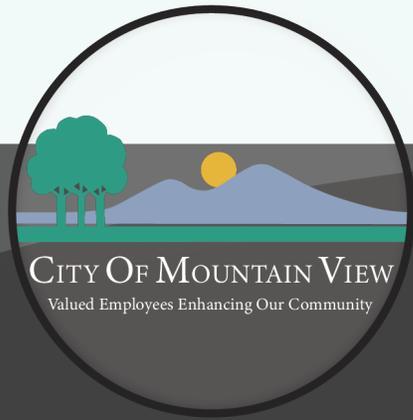
##### Program and Policy Technical Analysis

- Implement, or support implementation, of Sustainability Action Plan (SAP) projects and develop policies.
- Conduct and report community and municipal GHG inventories.
- Support energy efficiency, renewable energy, and Community Choice Energy projects.
- Develop short- and long-term SAP, Climate Action, Carbon Neutrality, and Resilience plans.

Follow us on LinkedIn:



<https://www.linkedin.com/company/city-of-mountain-view/>



## CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

[Click to Apply Now!](#)

Submit your application and resume online at [calapps.org](http://calapps.org) or to the Human Resources Dept. City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of November 9, 2020 to include all applications submitted by **Sunday, November 8, 2020 at 11.59 p.m.** The recruitment may close at any time. Qualified candidates are encouraged to apply early!

## Are we a Match?

- You are **passionate** about sustainability and striving to improve the community.
- You are an **expert in conducting research**, compiling data, and performing technical analysis.
- You are an **innovative** doer who devises creative solutions to environmental and social equity issues.
- You are a **critical thinker** with strong project management skills.
- You are **collaborative**, both with co-workers and with stakeholders.
- You are adept at **juggle multiple priorities** in order to meet targeted deadlines.
- You are **reliable** and **flexible** in a fast-paced work environment.
- You are a **professional** with top-notch writing and public speaking skills.
- You are highly skilled in paying **attention to details**.
- **Community and Employee Engagement role:** You can design, lead, and implement all aspects of engagement programs.
- **Program and Policy Technical Analysis role:** You are a technical expert, including advanced-level quantitative analysis.

## The Perks!

- **Comprehensive Benefits:**
  - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance).
  - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members/10.5% for new members to CalPERS with no Social Security deduction.
- **Support for Continuous Learning & Development:**
  - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's.
  - Professional/Technology Development Funds (\$800.00 annually).
- **Wellness and Engagement Culture:**
  - Access to an onsite employee gym.
  - Incentive pay for participating in the City's wellness program.
  - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive.
  - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.