

Application and Selection Process

To apply for this position, applicants must submit a completed City of Healdsburg application, cover letter and resume to the Personnel Office by the filing deadline. The application may be obtained at the City of Healdsburg Personnel Office, 401 Grove Street, Healdsburg, California, 95448. or on-line at www.ci.healdsburg.ca.us. **Position is open until filled.**

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. Those applicants determined to be best qualified for the position will be invited to continue in the recruitment process. Candidates participating in an oral interview will be evaluated on experience, training and personal qualifications for the position. The City of Healdsburg reserves the right to modify the selection process as necessary.

Compensation and Benefits

- Salary range:** \$6,479-\$7,905 per month, DOQ/E
Retirement: Membership in CalPERS as defined by PEPRA. Employee's pay the employee contribution on a pre-tax basis. City does not participate in Social Security.
Life Ins: \$75,000 group term life.
Vacation: 10 days per year, increasing with service.
Holidays: Employees receive 12 paid holidays per year.
Sick Leave: Employees accrue 12 sick days per year.
LTD Ins: 100% paid by City.
Medical Ins: Dental and vision care insurance premiums for employee and dependents paid by City. Employee may choose from Kaiser, Sutter or Anthem Blue Cross for medical coverage. Employees pay a portion of the medical premium on a pre-tax basis for Kaiser and Anthem Blue Cross.
Longevity Pay: 2% to 6% additional compensation may be granted for 5- 25 years of service.
EAP: EAP Program for employee and dependents.

Add'l Benefits: Deferred compensation plans and Retiree Health Savings Plan are available. Educational Reimbursement of \$1,500.00 per fiscal year. Bilingual Spanish pay incentive. Union Membership: This position is represented by IBEW Local 1245 under an agency shop agreement. There are monthly dues, which are set by the Union.

The City

Healdsburg is located 70 miles north of San Francisco on Highway 101 in the literal heart of the wine country. With a population of approximately 11,000 residents, the City's small town charm is reflected in quiet, friendly neighborhoods and traditional Spanish-style plaza. The City of Healdsburg enjoys a moderate climate. Summer temperatures range from 70 to 90 degrees with cool evenings. Winters are mild, with the average rainfall being 40 inches per year and with no snowfall. Because of its location on the Russian River and the surrounding wine valley regions, it offers a wide variety of recreation, scenic and historic attractions and provides excellent opportunity for fishing, hiking, canoeing, swimming and water skiing.

EMPLOYMENT INFORMATION: Prior to employment, the candidate selected for the position will be required to successfully pass a thorough physical examination given by a City-designated physician. Background and references checks will be conducted on the final candidate.
ACCOMMODATION: Candidates who require special accommodations due to a legal disability, should supply the Personnel Department with documentation and a written request five (5) days prior to the date of examination on the need for accommodation. **SPECIAL NOTE:** The information contained in this job announcement does not constitute either an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Announcement Date: Thursday, February 16, 2018

The City of Healdsburg is an equal opportunity employer and complies with the provisions of the American with Disability Act (ADA). Women and minorities are encouraged to apply.

City of Healdsburg
401 Grove Street, Healdsburg, CA
95448-4723

Phone: 707-431-3322 / Fax: 707-431-3321
www.ci.healdsburg.ca.us



is recruiting for

Utility Conservation Analyst



Position is open until filled

The Position

The City of Healdsburg is currently accepting applications for the position of Utility Conservation Analyst. This is a regular full-time non-exempt IBEW position in the Utilities Department.

Under the general direction of the Municipal Utilities Director; the Utility Conservation Analyst assist in the planning, organizing, and coordinating of activities and programs related to energy conservation, water conservation, greenhouse gas reduction programs, state regulatory requirements related to the environment, and other customer service programs. The incumbent will be expected to exercise independent judgment and be able to communicate effectively, orally, and in writing.

The Utility Conservation Analyst must work closely and effectively with the Utility Director and other City staff to coordinate efforts related to conservation and environmental programs and regulations. From time to time, the Utility Conservation Analyst may provide direction and oversight to technical, field, and administrative support staff, which may include various consultants and/or contractors.

Essential Functions

The following duties are considered essential for this position:

- Develops and manages energy and water conserving device retrofit and incentive programs.
- Sets up displays, workshops, classes, and/or conservation presentations.
- Performs and/or organizes residential energy efficiency and water conservation audits and verification inspections.
- Fields customer comments and questions regarding energy and water usage and bill calculations.
- Determines the cost-effectiveness of various energy and water conservation programs and techniques for the customer and the utility.
- Uses computer programs to analyze and present information to staff and customers.
- Represents the City regarding energy and water conservation issues before the assorted governmental agencies, other energy suppliers, chambers of commerce, apartment and homeowners associations, and community groups.
- Develops and implements public information programs concerning energy conservation, including press releases, newsletters, flyers, bill stuffers and other forms of information.
- Coordinates energy and water conservation efforts of other departments of the City.

- May install or provide advice in the installation of energy or water saving devices.
- Oversee local, state, and federal regulatory compliance activities related to area of assignment.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees, providing technical assistance as necessary.
- Research, prepare, and present technical and administrative reports.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of: High proficiency with Windows-based word processing, spreadsheet, web browser and presentation programs; principles and practices of energy efficiency, water conservation, and GHG reduction programs including the use of common utility benefit/cost ratio tests; Electric and Water rate structures and bill calculations; common electrical and water terms, units, and formulas. Common energy and water saving technologies; principles and practices of lighting, weatherization, waste heat recovery, indoor climate control, indoor water conservation, drought tolerant plantings, and grey water; general building construction, components, and codes related to Title 24, the California Green Code and State Appliance Efficiency Standards (Title 20); principles and practices of research analysis and management; and principles and practices of work safety.

Ability to: Establish and maintain effective working relationships with those contacted in the course of work. Follow oral and written instructions; speak one-on-one and in front of groups of various sizes; write, organize, and effectively present informational material for public distribution using common computer applications and social media; effectively handle multiple priorities, organize workload and meet deadlines; on a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less; analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply City and department policies, procedures, rules, and regulations; and communicate clearly and concisely, both orally and in writing.

Licenses and Certificates

Required:

- ☑ Must possess and maintain a valid California driver's license during the course of employment.

Possession of the following certificates highly desired:

- * Level I Water Use Efficiency Practitioner certificate issued by the American Water Works Association (AWWA).
- * Irrigation Auditing certificate issued by the Irrigation Association.
- * American Public Power Association Energy Efficiency Management Certification

Education and Experience

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

Seven (7) years of increasingly responsible experience in conservation program management, including two years of program coordination and/or program management responsibility.

OR

Training: Equivalent to a Bachelor degree from an accredited university with major course work related to environmental studies, public relations, business or public administration, or a closely related field, and three (3) years of water conservation, environmental program, or program coordination experience, including one (1) year in a lead role.

