



## New Jersey Board of Public Utilities

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



### **Notice of Job Vacancy**

***\*This is an in person position\****

**JOB POSTING #: 44-2021**

**DATE OF POSTING:** November 24, 2021

**DATE OF CLOSING:** December 15, 2021

**TITLE:** Energy Efficiency Manager

**SALARY:** Commensurate with Experience

**EXISTING VACANCIES:** One (1)

**WORKWEEK:** NL (35 hours)

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

**GENERAL DESCRIPTION:** The Bureau of Energy Efficiency within the BPU's Division of Clean Energy works to ensure that energy efficiency 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 Energy Efficiency Manager will manage a support team and lead the efforts of the Board to continue to advance and improve our energy efficiency programs 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 in the state is a key strategy 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.

Under the direction of the Director and Deputy Director of the Division of Clean Energy, the Energy Efficiency Manager supervises professional and technical staff within the Bureau of Energy Efficiency engaged in program activities; 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; review proposed draft regulatory changes for fiscal or programmatic impact and make recommendations regarding the development and revision of agency policies based on changes to State and federal laws and regulations. Assignments are broadly defined; the Energy Efficiency Manager has responsibility and latitude to organize assignments and to determine the methods needed to achieve objectives.

### **Work Responsibilities:**

#### Energy efficiency program development and implementation

- Plan, develop, and supervise the implementation of the BPU's energy efficiency program goals, budgets, policies, procedures, and objectives, including State- and utility-run energy efficiency programs funded through the societal benefits charge, as well as federally funded energy-related projects.
- Train, supervise, and manage energy efficiency staff, implementation contractors, and consultants – as well as their associated work operations and functional programs – to advance the mission of the Division of Clean Energy, New Jersey's Clean Energy Program (NJCEP), and the Bureau of Energy Efficiency.
- Responsible for review and approval of implementation contractor and consultant invoices.
- Plan, coordinate, implement, and upgrade existing energy efficiency programs. May identify program deficiencies and develop corrective action strategies in support of established goals.

#### Energy efficiency program tracking and review

- Supervise and manage the analysis, review, and tracking of data from energy efficiency programs and ongoing projects throughout the state.
- Review and analyze utility energy efficiency program reports (quarterly, annual, triennial) to ensure complete reporting on metrics and program requirements.
- Review implementation contractors' compliance filings regarding energy efficiency programs, budgets, and marketing plans.

#### Legislation and regulations

- Review and prepare comments on proposed relevant legislation and regulations as to their potential impact on the administration of the program and may recommend changes in operational policies or procedures to comply with changes in legal mandates.

- Develop rule proposals and adoption documents to implement energy efficiency programs.

#### 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.

#### Grants management

- Research funding sources, develop and review grant applications, and write proposals.
- Negotiate and monitor grants, including expenditure of budgeted funds.
- Responsible for developing and submitting grant reports as needed.

#### Internal collaboration and communication

- Participate and assist as needed in the development and implementation of additional, cross-cutting 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.

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

**EXPERIENCE:** Five or more years of demonstrated experience in and knowledge of the energy industry, energy efficiency, and environmental protection and/or sustainability issues are required. Three or more years of demonstrated experience in management, including 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, 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

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

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, and 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)**

**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.

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**The New Jersey Board of Public Utilities is an Equal Opportunity Employer.**