January 1, 2015

REVISED NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the grant-funded, full-time position of BayREN Codes and Standards Project Manager (P3), Job #14-87. This position is open until filled and may be closed at any time.

BAYREN CODES & STANDARDS PROJECT MANAGER (P3)
Grant-Funded Position
$5,861 - $7,125 Per Month

POSITION SUMMARY

Grant-funded, full-time position. Grant funding is currently secured through December 31, 2015. If successful, the program may receive additional funding to continue operation beyond December 2015.

Under the direction of the BayREN Program Manager, the BayREN Codes and Standards Project Manager will oversee the implementation of the Codes and Standards Sub Program within the San Francisco Bay Area Regional Energy Network (BayREN). Information about the BayREN Program Implementation Plan may be found at www.bayren.org/codes/. The BayREN is a regional network led by ABAG and composed of public agencies in the nine-county Bay Area. It designs and implements effective energy savings programs, and draws on the expertise, experience, and proven track record of Bay Area local governments to develop and administer successful regional and local climate, resource, and sustainability programs. The BayREN provides the regional infrastructure needed for efficient delivery of energy efficiency programs throughout the Bay Area.

The position is responsible for implementation Codes and Standards Program Implementation Plan (PIP), as authorized by the California Public Utilities Commission. The primary responsibilities include working with local governments to document and improve the rate of compliance with the California Building Energy Efficiency Standards, commonly referred to as Title 24, Part 6. This involves development and delivery of trainings and workshops to support public agency staff, research and writing to assess compliance with the Standards, and development of resources for building professionals to improve the energy performance of buildings. In addition, the position is responsible for assisting in the development and adoption of energy conservation policies and ordinances among the area’s local governments.
The successful candidate will have experience with the Building Energy Efficiency Standards and compliance, working with state or local agencies and/or code official organizations and possess extensive project management experience. The successful candidate will also have the ability to monitor the overall Codes and Standards sub program to ensure completion of sub program tasks, including program reporting; coordinating with local agency officials and BayREN member agencies. The Project Manager will have good written and oral communication skills and be comfortable working with local government personnel.

**TYPICAL DUTIES** (The examples are representative and may not cover all duties which may be performed)

- Work with a consultant to develop methodologies, protocols, criteria, tools and surveys to determine the Energy Code compliance rate in the region
- Work with a consultant and the participating counties to refine the code compliance baseline within BayREN member counties
- Organize Regional Forums and trainings on technical and policy topics
- Coordinate with counties on all facets of the subprogram and host regular coordination calls for the program and its components
- Coordinate with statewide organizations such as CALBO, CEC and CPUC
- Assist local governments with development of policy plans
- Assist Energy Programs Manager and BayREN Program Manager as necessary

**QUALIFICATIONS**

- Knowledge of California building codes, particularly as they relate to energy issues
- Excellent verbal and written communications skills
- Excellent organizational skills
- Ability to establish and maintain cooperative relationships
- Significant computer experience working in the MS Office suite of programs including Word and Excel
- Demonstrated ability to work independently, meet deliverables and deadlines, and juggle competing priorities
- Flexibility in adapting to changing circumstances and taking on new roles

**EDUCATION AND EXPERIENCE**

A Bachelor’s degree and a minimum of three (3) years of relevant professional experience are required or any combination of education and experience sufficient to successfully perform the essential duties of the job is qualifying. An advanced degree is desirable. Experience working in complex settings coordinating many entities, prior experience with and understanding of local building codes, and writing and oral presentation skills is also required. Experience with California local governments and regional agencies and experience with PG&E or similar utility is desired.
ADDITIONAL INFORMATION
In late 2015, work location will move to Folsom Street and Beale Street in San Francisco.

COMPENSATION AND BENEFITS

Salary: $5,861 - $7,125 per month

Pension: Employee pays CalPERS 6.25% of salary toward 2.5% @ age 67 retirement plan

Social Security: Employee pays 6.2% of salary

Deferred Compensation: STARS/UTC 457 and/or ICMA-RC Retirement Plan (Voluntary)

Retiree Medical Account: $100 per month

Health and Dental Plans: Six HMO and three PPO Medical Plans, Delta Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION PROCESS

Please submit a cover letter, resume and employment application to:

ABAG H.R. 14-87
P.O. Box 2050
Oakland, CA 94604-2050

Reflecting the diversity of California, ABAG is an equal opportunity employer.

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG—H.R. 14-87, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.