Job Title	Assistant Data Property Analyst
PVN ID	VA-2411-006556
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	DCAS, Division of Energy Management
Status	Full Time
Annual Salary	$60,000.00 - $70,000.00
Hour(s) a Week	35
Closing Date	Jan 07, 2025 (Or Until Filled)

General Description

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual utility energy budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; oversees energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

CUNY BPL seeks to hire an Assistant Property Data Analyst to support the property data collection from City agencies and other sources while maintaining the property data in Salesforce environments. This role also supports the compliance process required by Local Law 84 of 2009.

This is a hybrid position working on-site 3 days a week at 1 Centre St, New York, NY 10007. NYC residency may be required for continued employment. Immigration sponsorship is not available through this program.

Other Duties

Under this assignment, the person's responsibilities may include the following:

- Support the annual Local Law 84 building energy benchmarking process for City buildings.
- Collect and clean property data to ensure accuracy and integrity.
- Identify and resolve data discrepancies proactively.
- Collaborate with cross-functional teams to understand data needs and respond to internal and external stakeholders.

- Analyze problems, propose potential solutions, and implement the most effective solution.
- Structure large property data sets to extract usable information.
- Work with agency and external teams to support property data analysis, reporting, and measurement for all agency-led initiatives.
- Prepare property-related data and input into Salesforce, in response to agency communications via emails or extracted from external sources.
- Work on formalizing various property maintenance policies.
- Collect and analyze datasets to generate actionable insights.
- Demonstrate the ability to work effectively both independently and as part of a team.
- Collaborate with various departments using strong interpersonal skills.
- Other duties as assigned.

Qualifications

The ideal candidate will bring the following skills and experience to this position:

- A bachelor's degree is required.
- A minimum of 1-year data management experience is preferred.
- Strong, verifiable experience in data analysis, data visualization, and reporting.
- Flexibility to handle multiple responsibilities and deadlines simultaneously.
- Self-motivated and able to work independently as well as part of a team.
- Strong, verifiable understanding of data management best practices.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Thoughtful and curious with a data-driven approach to solving business problems.
- Commitment to delivering measurable results and a proven ability to manage projects to successful completion.
- Advanced knowledge of Microsoft 365 stack including MS Excel and MS PowerPoint.
- Familiarity with issues pertaining to energy efficiency in existing buildings.