

Job Family	Facilities Development and EHS	Job Summary	Involves strategies for energy procurement and efficient utilization, mitigating the impact of carbon obligations, providing pertinent legislative and regulatory advice, interacting with energy market participants including utilities and service providers, major alterations and maintenance of physical plant facilities for general purposes, and developing as well as monitoring implementation of energy efficiency programs consistent with UC's sustainable practices and policy goals.
Job Function	Energy Management		
Category	Supervisory & <b>Management</b>		

Job Level	Manager 1	Manager 2	Manager 3	Manager 4
Job Title	Energy Manager 1	Energy Manager 2	Energy Manager 3	Energy Manager 4
Job Code	6562	6491	5968	0246 OP ONLY TITLE
Tracking Code	A0746	A0747	A1106	A0748
Per. Program	MSP	MSP	MSP	MSP
FLSA	Exempt	Exempt	Exempt	Exempt
Generic Scope	Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.	Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.	Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.	Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives.
Custom Scope	Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Reviews and approves recommendations for energy programs. Provides guidance to subordinate supervisors and professionals to achieve goals in accordance with established policies.	Establishes objectives and work plans and delegates assignments to subordinate managers. Responsible for managing, preparing, administering, and directing resources. Involved in developing, modifying and executing energy policies and programs that affect immediate operation(s) and may also have organization-wide impact.	Participates with other higher-level managers to establish strategic plans and objectives. Makes decisions on operational matters and ensures achievement of objectives with a direct impact on multi-organizational or multi-institutional influence. Reviews and approves recommendations for operational planning and control.	Working with leadership and stakeholders in other institutions and across the UC system, establishes long-term objectives and strategy, and delegates assignments to subordinate managers. Responsible for managing, preparing, administering, and directing resources. Scope and impact of project(s) have systemwide effect, and may impact other UC employees. In consultation with leadership, develops, modifies, and executes policies that affect systemwide programs of high visibility.
Key Resp 01	Manages professional staff to administer energy program operations through organizing and delegating to the team to achieve established energy program objectives.	Directs and oversees managers and supervisors to adhere to budgets, schedules, work plans and performance requirements to achieve broadly stated energy program objectives.	Instills strong management practices and monitors subordinate managers to achieve quality results, attain fiscal goals, and achieve specific program objectives in one or more of the following areas: carbon management, efficiency program management, utility liaison, purchased utility cost	Manages people to address energy procurement, carbon management, efficiency program management, utility liaison, purchased utility cost forecasting, maintenance, facility manual and university elevator program projects involving - wide cross-functional teams focused on the

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			forecasting, maintenance, facility manual and university elevator program projects.	delivery of a broad and complex projects through the design process, and into a finished state.
Key Resp 02	Manages division fiscal, material and human resources within department budget.	Coordinates resource needs for energy programs and unit, including review and approval of budgetary recommendations. Continuously monitors approved budgets. Analyzes and prepares variance analyses of budget schedules.	Develops and implements short- and long-term financial plans. Oversees through subordinate managers the accountability and stewardship of resources to meet budget targets.	Plans and directs energy program budgets and resource schedules in partnership with senior management. Reviews and approves fiscal planning proposals for new programs, annual budgets and long term goals. Assures adherence to budgets, schedules, work plans and performance requirements that have UC-wide impact.
Key Resp 03	Serves as technical authority for the organization's energy conservation programs. Oversees energy program daily operations to ensure consistency and compliance with established objectives.	Develops and implements technical and administrative operational processes for energy conservation programs. Monitors the product / program / project from initiation through delivery, interfacing on technical matters.	Oversees consistent application and compliance of best practices, systems, and standards for energy conservation programs for the organization. Develops and implements business plans to introduce new programs and technologies.	Manages the product / program / project from initiation through delivery, interfacing on technical matters. Formulates and administers best practices, systems, and standards for the organization.
Key Resp 04	Partners with other managers to implement energy products and programs within schedule and budget constraints.	Partners with other leaders and organizes interdepartmental activities to ensure completion of the product / program / project on schedule and within budget constraints.	Participates in system-wide committees and strategic planning with senior leadership to develop plans and systems for coordination and / or integration of energy programs.	Organizes interdepartmental activities, and consults with stakeholders in other institutions, ensuring completion of the product / program / project on schedule and within budget constraints, and with far-ranging applicability. Oversees overall design and implementation of new initiatives.
Key Resp 05	Promotes professional growth and advancement for staff, implementing professional development and continuing education.	Provides mentorship and leadership to managers and supervisors in unit. Reviews and approves professional development plans.	Provides professional growth opportunities to subordinate managers and staff. Oversees assessment plans and competency development tools to support developmental needs.	Assigns and monitors work of program staff, providing technical support and direction. Works with senior leadership to develop succession plans and opportunities for professional growth within the function. Delegates project assignments to achieve energy program and unit goals for staff members.
Key Resp 06	Actively participates as a member or advisor to cross-functional committees to support program objectives.	Represents the organization on systemwide committees. May lead cross-functional peer group managers to implement program objectives.	Counsels senior management regarding significant energy matters. Advocates, influences and negotiates with senior managers from different functional areas to achieve program objectives and strategies.	Regularly interacts with senior management, executives, Office of the President, and stakeholders in other institutions on energy matters concerning multiple functional areas, departments, and customers.
Key Resp 07	Manages compliance with policies and guidelines. Establishes and recommends changes to policies which affect the department.	Oversees analysis and policy development for organizational energy issues and processes.	Independently resolves administrative, operational and compliance issues within guidelines and policies.	Oversees systemwide analysis and energy policy development to meet internal and regulatory standards.
Key Resp 08				
Key Resp 9				
Key Resp 10				

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Key Resp 11				
Key Resp 12				
Key Resp 13				
Key Resp 14				
Key Resp 15				
Education 1	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.
Education 2				
Education 3				
Education 4				
License 1				
License 2				
License 3				
License 4				
Cert 1	Professional certification preferred, such as Certified Energy Manager (CEM) from the Association of Energy Engineers.	Professional certification preferred, such as Certified Energy Manager (CEM) from the Association of Energy Engineers.	Professional certification preferred, such as Certified Energy Manager (CEM) from the Association of Energy Engineers.	Professional certification preferred, such as Certified Energy Manager (CEM) from the Association of Energy Engineers.
Cert 2				
Cert 3				
Cert 4				
Spec Cond 1	Must pass a background check.	Must pass a background check.	Must pass a background check.	Must pass a background check.
Spec Cond 2				
Spec Cond 3				
Spec Cond 4				
KSA 01	Comprehensive knowledge of the principles of green building and energy efficient design, operation, and evaluation of institutional facilities, and energy efficiency programs. Ability to monitor applicable systems and implement corrective action.	Advanced knowledge of the principles of green building and energy efficient design, operation, and evaluation of institutional facilities, and energy efficiency programs. Ability to manage all related systems and implement corrective action.	Extensive knowledge of the principles of green building and energy efficient design, operation, and evaluation of institutional facilities, and energy efficiency programs. Ability to manage and implement applicable systems and implement corrective action.	Expert knowledge of the principles of green building and energy efficient design, operation, and evaluation of institutional facilities, and energy efficiency programs. Ability to develop and implement applicable systems and implement corrective action.
KSA 02	Proven leadership in Energy and Environment Design (LEED) principles.	Advanced leadership in Energy and Environment Design (LEED) principles.	Extensive leadership in Energy and Environment Design (LEED) principles.	Highly sophisticated leadership in Energy and Environment Design (LEED) principles.
KSA 03	Comprehensive knowledge of heating, steam and heat transfer systems, ventilating, air conditioning	Advanced knowledge of heating, steam and heat transfer systems, ventilating, air conditioning	Extensive knowledge of heating, steam and heat transfer systems, ventilating, air conditioning	Expert knowledge of heating, steam and heat transfer systems, ventilating, air conditioning

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	(HVAC), power, electrical services and variable frequency drive (VFD) system installation.	(HVAC), power, electrical services and variable frequency drive (VFD) system installation.	(HVAC), power, electrical services and variable frequency drive (VFD) system installation.	(HVAC), power, electrical services and variable frequency drive (VFD) system installation.
KSA 04	Proven communication, organization, management and project management skills. Proven ability to convey technical information in a concise manner. Proven project management skills.	Advanced communication, organization, management and project management skills. Advanced ability to convey technical information in a concise manner. Advanced project management skills.	Highly advanced communication, organization, management and project management skills. Highly advanced ability to convey technical information in a concise manner. Highly advanced project management skills.	Expert communication, organization, management and project management skills. Expert ability to convey technical information in a clear and concise manner. Mastery of best practices in project management discipline.
KSA 05	Broad knowledge of water conservation efforts as applicable to the principles of green building design and operation.	In-depth knowledge of water conservation efforts as applicable to the principles of green building design and operation.	Extensive knowledge of water conservation efforts as applicable to the principles of green building design and operation.	Expert knowledge of water conservation efforts as applicable to the principles of green building design and operation.
KSA 06	Proven ability to establish priorities, goals / objectives and timelines for the unit / department.	Advanced ability to establish priorities, goals / objectives and timelines across the organization.	Ability to establish priorities, goals / objectives and timelines across the organization or with stakeholders external to UC.	Ability to establish priorities, goals / objectives and timelines involving stakeholders across the UC system and external to UC.
KSA 07	Proven ability to delegate and oversee assignments to ensure successful and timely completion as well as to obtain the cooperation of others within the unit.	Advanced ability to delegate and oversee assignments to ensure successful and timely completion as well as to obtain the cooperation of others within and outside the unit.	Highly advanced ability to delegate and oversee assignments to ensure successful and timely completion as well as to obtain the cooperation of others across the organization.	Highly sophisticated ability to delegate and oversee assignments to ensure successful and timely completion as well as to obtain the cooperation of others systemwide.
KSA 08	Proven ability to work in a collaborative manner to achieve results.	Advanced skills to work in a collaborative manner to achieve results. Understanding of how programs relate to other business strategies and initiatives.	Highly advanced skills to work in a collaborative manner to achieve results and influence others. Understanding of how programs relate to other business strategies and initiatives.	Highly sophisticated ability to work in a collaborative manner to achieve results and influence strategic change. Highly sophisticated understanding of how programs relate to other business strategies and initiatives.
KSA 09	Proven ability to administer and manage operational and budget processes, resource schedules, staff FTE, finance, human resources and space planning.	Advanced ability to develop and oversee operational and budget processes, resource schedules, staff FTE, finance, human resources and space planning.	Highly advanced ability to direct operational and strategic budget processes, resource schedules, staff FTE, finance, human resources and space planning.	Expert ability to direct operational and strategic processes, financial planning and long term initiatives for the system.
KSA 10	Proven ability to establish and recommend changes to policies which affect the department.	In-depth ability to oversee analysis and policy development for issues and processes impacting the department or organization.	Highly advanced ability to oversee analysis and policy development for issues and processes impacting the organization.	Innovative ability to lead analysis and policy development for issues and processes impacting the system.
KSA 11				
KSA 12				
KSA 13				
KSA 14				
KSA 15				
Environment	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.
Career Path 1	Energy Mgr 2	Energy Mgr 3	Energy Mgr 4	Career Path open

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Career Path 2				
Career Path 3				
Career Path 4				
Career Path 5				
Career Path 6				