

RFP 5374 - Attachment E Sample Assignments - Sample 1

Staff Augmentation Request Form

Key Identifiers	Responses
Department Requesting Resource	Central Business Services   9290
Initiative	Authority-wide Support
Programmatic need being met by this request	The ideal candidate will be ask to support the Central Business Services team in general job duties assigned.
Where the work will be performed	Remote
Location of Resource	Remote
Is travel required for this position	No
Is any equipment required to be provided by the contractor or will be provided by NYSERDA for this position?	Contractor must have PC, cell phone, and reliable high-speed internet available while remote
NYSERDA Supervisor's Name	NYSERDA Supervisor
Desired Start Date	7/1/2023
Expected Duration of Engagement (Years)	2
Go / No-Go Decision Point	If the expected duration is 2+ years, this position will include an annual review to continue or terminate the position.
Estimated % FTE Being Requested	100%
Select the Appropriate NYSERDA Title You are Seeking to Fulfill	Project Coordinator

Skills and Experience Needed

NYSERDA Title You Are Seeking to Fulfill	Technical & Professional Skills & Knowledge	Creativity in Project & Program Development	Organization Skills & Productivity	Leadership / Interpersonal Relations / Judgement	Communication Skills & External Relations
Project Coordinator	Is skilled at data entry and customer facing communications. Reporting and data analysis are common tasks. Is able to triage project requests and distribute tasks to project managers.	Not applicable.	Is highly organized and self-motivated. Has extremely high-level of attention to detail.	Has good interpersonal and relations with program staff. Friendly, helpful, and presents themselves in a positive attitude. Able to take direction and criticism from supervisor and other senior staff.	Outstanding written and verbal communication is needed. Communications will be both internal and external to all participants in projects.

Primary Responsibilities, and Minimum and Preferred Qualifications

What skills are needed to be successful in this role?	<b>Skills needed to be successful:</b> 1) Ability to multi-task, and be self-motivated 2) Data analysis and reporting 3) Strong written and oral communication skills 4) Support business process improvements efforts 5) Support Project Managers and Team Leads on ad-hoc requests for supports
Certifications and qualifications, including education/degree	<b>Certifications &amp; Qualifications:</b> 1) Entry-level 2) Associate's or Bachelor's degree preferred
IT systems that will be used	<b>IT Systems Used:</b> 1) Microsoft Office Suite 2) PeopleSoft 3) Adobe Acrobat
Tasks	<b>Tasks include:</b> 1) Data Entry in PeopleSoft 2) Working with Project Managers to support various strategies and initiatives 3) Supporting continuous improvement efforts, and supporting business process updates 4) Perform other duties as assigned to support the key function of the Shared Services team

**Staff Augmentation Request Form**

Key Identifiers	Responses
Department Requesting Resource	New Construction 2025
Initiative	New Construction Program Support
Programmatic need being met by this request	This Project Manager-1 will be responsible for managing multiple projects and communicating project milestones.
Where the work will be performed	Remote
Location of Resource	Remote
Is travel required for this position	No
Is any equipment required to be provided by the contractor or will be provided by NYSERDA for this position?	Contractor must have PC, cell phone, and reliable high-speed internet available while remote
NYSERDA Supervisor's Name	NYSERDA Supervisor
Desired Start Date	7/15/2023
Expected Duration of Engagement (Years)	3
Go / No-Go Decision Point	If the expected duration is 2+ years, this position will include an annual review to continue or terminate the position.
Estimated % FTE Being Requested	100%
Select the Appropriate NYSERDA Title You are Seeking to Fulfill	Project Manager-1

**Skills and Experience Needed**

NYSERDA Title You Are Seeking to Fulfill	Technical & Professional Skills & Knowledge	Creativity in Project & Program Development	Organization Skills & Productivity	Leadership / Interpersonal Relations / Judgement	Communication Skills & External Relations
Project Manager-1	<ol style="list-style-type: none"> <li>1) Has well-developed understanding of relevant technical principles and their application to a program area.</li> <li>2) Develops and formulates deployment issues, problems and needs in at least one technical area.</li> <li>3) Has basic understanding of NYS energy/environmental economic development issues.</li> </ol>	<ol style="list-style-type: none"> <li>1) has developed and managed projects with little specific direction.</li> <li>2) Develops new projects and co-funding sources with own initiative.</li> <li>3) Carried out development of several projects through competitive solicitation phase that may or may not result from own initiative.</li> <li>4) Has provided ideas and rationale for program development in at least one technical area.</li> </ol>	<ol style="list-style-type: none"> <li>1) Has demonstrated ability to implement projects in a timely manner.</li> <li>2) Demonstrates the capacity to manage all aspects of on-going projects with no supervision.</li> <li>3) Able to prioritize workload with other responsibilities.</li> <li>4) Effectively discharges general technical and project management assignments in a timely manner.</li> <li>5) Demonstrates strategic thinking connected to the organization's goals.</li> </ol>	<ol style="list-style-type: none"> <li>1) Has demonstrated ability to effectively head working groups or program teams.</li> <li>2) Provides guidance to junior staff when appropriate and can supervise the day-to-day work of interns.</li> <li>3) Has full confidence of peers and superiors.</li> <li>4) People skills have developed to show leadership and an ability to motivate others.</li> </ol>	<ol style="list-style-type: none"> <li>1) Has demonstrated ability to produce both written material and verbal presentations that are direct, recognize and focus on issues, are both comprehensive and concise, and require editing only in most sensitive and complex areas.</li> <li>2) Able to negotiate effectively with contractors and other outside contracts.</li> <li>3) Has demonstrated ability to prepare and present papers at professional meetings, seminars, and conferences.</li> </ol>

**Primary Responsibilities, and Minimum and Preferred Qualifications**

What skills are needed to be successful in this role?	<p><b>Skills to be successful:</b></p> <ol style="list-style-type: none"> <li>1) Excellent project management and communication skills</li> <li>2) Proficient in Microsoft Office Suite</li> <li>3) Able to work independently</li> <li>4) Able to manage multiple responsibilities and tasks at once</li> <li>5) Familiarity with residential and commercial modeling software tools</li> </ol>
Certifications and qualifications, including education/degree	<p><b>Certifications and Qualifications needed:</b></p> <ol style="list-style-type: none"> <li>1) 3 - 6 years of experience in related field</li> <li>2) Bachelor's degree in related related field</li> </ol>
IT systems that will be used	<p><b>IT Systems Used:</b></p> <ol style="list-style-type: none"> <li>1) Microsoft Office Suite</li> <li>2) PeopleSoft</li> <li>3) Salesforce</li> </ol>
Tasks	<p><b>Tasks include:</b></p> <ol style="list-style-type: none"> <li>1) Provide assistance to program participants on projects</li> <li>2) Review applications and develop scopes of work</li> <li>3) Evaluate progress against scopes of work</li> <li>4) Review project deliverables and process invoices</li> <li>5) Report on and evaluate project performance targets</li> <li>6) Perform other duties as assigned to support the key functions of the New Construction team.</li> </ol>

**Staff Augmentation Request Form**

Key Identifiers	Responses
Department Requesting Resource	Strategic Operations   9280
Initiative	Authority-wide Support
Programmatic need being met by this request	This Business Analyst will be supporting Strategic Operations by designing, implementing, and improving business process and systems.
Where the work will be performed	Remote
Location of Resource	Remote
Is travel required for this position	No
Is any equipment required to be provided by the contractor or will be provided by NYSERDA for this position?	Contractor must have PC, cell phone, and reliable high-speed internet available while remote
NYSERDA Supervisor's Name	NYSERDA Supervisor
Desired Start Date	9/1/2023
Expected Duration of Engagement (Years)	1
Go / No-Go Decision Point	If the expected duration is 2+ years, this position will include an annual review to continue or terminate the position.
Estimated % FTE Being Requested	100%
Select the Appropriate NYSERDA Title You are Seeking to Fulfill	Business Analyst

**Skills and Experience Needed**

NYSERDA Title You Are Seeking to Fulfill	Technical & Professional Skills & Knowledge	Creativity in Project & Program Development	Organization Skills & Productivity	Leadership / Interpersonal Relations / Judgement	Communication Skills & External Relations
Business Analyst	1) Able to work independently and has a solid understanding of project management methods, processes, standards, and tools. 2) Proficient at documenting requirements and specifications, and creating visual aids to represent business processes using standard methods. 3) Experience and skill in discerning true requirements stemming from needs as opposed to business units' less critical wants and wishes.	1) The ideal candidate needs to have the ability to understand issues at the source level, and creativity find the least expensive, and most reliable solution. 2) Ability to quickly identify and drive the best possible solution when presented with a series of opportunities and constraints.	1) Ability to implement projects in a timely manner. 2) Demonstrates the capability to manage all aspects of on-going projects with no supervision. 3) Manage multiple diverse activities simultaneously, delivering on commitments, and operating with speed, accuracy, and strong judgement. 4) Effectively discharges technical and project management assignments in a timely manner. 5) Demonstrates strategic thinking connected to the organization's goals.	1) Ability to interact professionally with a diverse group, executives, managers, and subject matter experts. 2) Provides guidance to junior staff when appropriate and can supervise the day-to-day work of interns. 3) Has full confidence of peers and superiors. 4) People skills have developed to show leadership. 5) Ability to motivate others.	1) Strong customer orientation, with active listening skills and ability to understand and define and document business needs comprehensively. 2) Produces effective and purposely written material that requires no editing. 3) Constructively edits work and mentors junior staff. 4) Effectively represent NYSERDA in difficult or complex negotiations with outside contact and customers. 5) Present ideals clearly and concisely in oral and written format.

**Primary Responsibilities, and Minimum and Preferred Qualifications**

What skills are needed to be successful in this role?	<b>Skills needs to be successful:</b> 1) Experience in documenting requirements and specifications, and creating visual aids representing business processes using standard methods 2) Experience with project management methods processes, standards, and tools 3) Ability to elicit functional needs from business users and translates those needs to existing functionality to avoid customization 4) Ability to help identify and drive the best possible solutions when presented with a series of opportunities and constraints 5) Ability to interact professionally with a diverse group 6) Ability to understand, define, and document business needs comprehensively 6) Excellent verbal and written communication skills 7) Customer-oriented, with active listening skills 8) Sound knowledge of Salesforce, SharePoint, Tableau, and/or PeopleSoft
Certifications and qualifications, including education/degree	<b>Certifications and Qualifications:</b> 1) 3 + years of experience in Business Analysis role 2) Bachelor's degree in related field
IT systems that will be used	<b>IT Systems Used:</b> 1) Microsoft Office Suite 2) SharePoint 3) PeopleSoft 4) Tableau 5) Salesforce
Tasks	<b>Tasks include:</b> 1) Work with functional business leads and other business analysts to develop and transform requirements into systems design and implementation. 2) Collect, document, map, and analyze business process and system dependencies. 3) Gather, synthesize, and document business requirements. 4) Effectively communicate status, collaborate, and problem-solve with relevant stakeholders. 5) Collaborate with colleagues to identify recommendations for process improvements, overcoming constraints, and resolve difficult operational and technological issues. 6) Identify and report risks to management. 7) Document changes to the design and implementation of various systems which includes but not limited to: Salesforce, SharePoint O365, and PeopleSoft. 8) Manage ongoing support requests and research / document the needs behind those requests. 9) Work directly with and serve as the liaison between business units, technology teams, and support teams. 10) Assist in quality assurance and defining testing strategies and risks. Provide significant contributions in the testing and debugging of new functionality. 11) Assist in the development of training resources to support implementations. 12) Assist in the improvement and integration of automation and tools designed to support work and decision making. 13) Recommend leveraging existing functionality that might be available rather than building new. 14) Perform other duties as assigned to support the Strategic Operations team.

**Staff Augmentation Request Form**

Key Identifiers	Responses
Department Requesting Resource	Single Family Residential 2515
Initiative	Residential Chapter
Programmatic need being met by this request	This Senior Project Manager will take the lead role in driving the strategic development and expansion of remote customer engaging in supporting electrification and decarbonization.
Where the work will be performed	Remote
Location of Resource	Remote
Is travel required for this position	Yes
Is any equipment required to be provided by the contractor or will be provided by NYSERDA for this position?	Contractor must have PC, cell phone, and reliable high-speed internet available while remote
NYSERDA Supervisor's Name	NYSERDA Supervisor
Desired Start Date	8/1/2023
Expected Duration of Engagement (Years)	3
Go / No-Go Decision Point	If the expected duration is 2+ years, this position will include an annual review to continue or terminate the position.
Estimated % FTE Being Requested	100%
Select the Appropriate NYSERDA Title You are Seeking to Fulfill	Senior Project Manager
Estimated Travel Costs	\$ 10,000.00

**Skills and Experience Needed**

NYSERDA Title You Are Seeking to Fulfill	Technical & Professional Skills & Knowledge	Creativity in Project & Program Development	Organization Skills & Productivity	Leadership / Interpersonal Relations / Judgement	Communication Skills & External Relations
Senior Project Manager	1) Has in-depth and technical/subject expertise in a technical or programmatic area. 2) Has demonstrated sound judgement based on extensive experience. 3) Has extensive awareness of social, economic, and environmental context of energy technology of Deployment issues. 4) Recognized outside of NYSERDA as a known expert in the field.	1) Ability to develop and manage major complex projects. 2) Capability to build/maintain a new multi-project program in at least one program element involving several interrelated projects to meet a technical or program goal. 3) Ability to obtain co-funding or leverage private resources for projects with little or no assistance from the supervisor. 4) Proposes new program directions and technical strategies.	1) Ability to put required level of program in place. 2) Lead difficult technical and project management work groups and assignments. 3) Prioritizes, manages, and self-initiates multiple assignments while consistently taking charge of work groups.	1) Ability to act as team leader and thought leader of interdepartmental working groups on complex and/or sensitive assignments. 2) Inspires trust and respect at all levels throughout the organization. 3) Has a well developed bureaucratic and policy sense. 4) Able to identify, distinguish, and maintain focus on primary objectives in developing program initiatives or resolving problems.	1) Produces effective and purposeful written material that requires no editing. 2) Constructively edits work and mentors junior staff. 3) Effectively represents Authority in difficult or complex negotiations with outside contacts and customers. 4) Presents ideals clearly and concisely in oral and written format. 5) Makes presentations or serves as a panelist or workshop leader at professional meetings, conferences, and seminars.

**Primary Responsibilities, and Minimum and Preferred Qualifications**

What skills are needed to be successful in this role?	<b>Skills to be successful in role include:</b> 1) Knowledge in building sciences, residential energy efficiency retrofits, beneficial building electrification and decarbonization strategies, and energy modeling and energy saving calculations 2) Customer and Contractor Communications 3) Data analysis and reporting 4) Ability to manage multiple contracts, initiatives, and synthesize-related activities 5) Ability to solve complex problems and drive change among internal and external stakeholders 6) Exemplary written and verbal communication skills
Certifications and qualifications, including education/degree	<b>Certifications and qualifications:</b> 1) Bachelor's degree required in engineering or building sciences discipline (advanced degree preferred) 2) First-hand experience in related field 3) 10+ years of experience in related field
IT systems that will be used	<b>IT Systems Used:</b> 1) Microsoft Office Suite 2) PeopleSoft 3) Salesforce 4) Adobe Acrobat
Tasks	<b>Tasks include:</b> 1) Manage daily operations of statewide residential programs, working with an implementation contractor and IT systems support 2) Coordination with investor owned utilities in delivery of energy audits and use of energy audits as a gateway to current program offers 3) Supporting new strategies for energy auditing and retrofits including remote/virtual audits and electrification audits 4) Managing a network of participating contractors and recruit new participants 5) Presentations to internal and external stakeholders 6) Process invoices on a weekly basis 7) Data analysis and reporting 8) Contract management of various contracts related to energy auditing 9) Perform other duties as assigned to support the key functions of the Single Family Residential team

**Staff Augmentation Request Form**

Key Identifiers	Responses	
Department Requesting Resource	NY-Sun	2600
Initiative	NY-Sun Program Support	
Programmatic need being met by this request	This Senior Project Manager will serve as a technical resource to participating contractors, customer, and internal NYSERDA staff. This individual will ensure builders install NYSERDA-funded PV systems in a safe manner and in compliance with all codes. Finally, this role will provide technical assistance to participating contractors/customers and perform design reviews on submitted project application.	
Where the work will be performed	Remote	
Location of Resource	Remote	
Is travel required for this position	No	
Is any equipment required to be provided by the contractor or will be provided by NYSERDA for this position?	Contractor must have PC, cell phone, and reliable high-speed internet available while remote	
NYSERDA Supervisor's Name	NYSERDA Supervisor	
Desired Start Date	8/1/2023	
Expected Duration of Engagement (Years)	2	
Go / No-Go Decision Point	If the expected duration is 2+ years, this position will include an annual review to continue or terminate the position.	
Estimated % FTE Being Requested	50%	
Select the Appropriate NYSERDA Title You are Seeking to Fulfill	Senior Project Manager	

**Skills and Experience Needed**

NYSERDA Title You Are Seeking to Fulfill	Technical & Professional Skills & Knowledge	Creativity in Project & Program Development	Organization Skills & Productivity	Leadership / Interpersonal Relations / Judgement	Communication Skills & External Relations
Senior Project Manager	1) Has in-depth and technical/subject expertise in a technical or programmatic area. 2) Has demonstrated sound judgement based on extensive experience. 3) Has extensive awareness of social, economic, and environmental context of energy technology of Deployment issues. 4) Recognized outside of NYSERDA as a known expert in the field.	1) Ability to develop and manage major complex projects. 2) Capability to build/maintain a new multi-project program in at least one program element involving several interrelated projects to meet a technical or program goal. 3) Ability to obtain co-funding or leverage private resources for projects with little or no assistance from the supervisor. 4) Proposes new program directions and technical strategies.	1) Ability to put required level of program in place. 2) Lead difficult technical and project management work groups and assignments. 3) Prioritizes, manages, and self-initiates multiple assignments while consistently taking charge of work groups.	1) Ability to act as team leader and thought leader of interdepartmental working groups on complex and/or sensitive assignments. 2) Inspires trust and respect at all levels throughout the organization. 3) Has a well-developed bureaucratic and policy sense. 4) Able to identify, distinguish, and maintain focus on primary objectives in developing program initiatives or resolving problems.	1) Produces effective and purposeful written material that requires no editing. 2) Constructively edits work and mentors junior staff. 3) Effectively represents Authority in difficult or complex negotiations with outside contacts and customers. 4) Presents ideals clearly and concisely in oral and written format. 5) Makes presentations or serves as a panelist or workshop leader at professional meetings, conferences, and seminars.

**Primary Responsibilities, and Minimum and Preferred Qualifications**

What skills are needed to be successful in this role?	<b>Skills to be successful in role include:</b> 1) Excellent communication skills 2) Ability to communicate clearly with solar installers, contractors, inspectors, and customers by phone and email 3) Works well in a team environment 4) Experience in solar or electrical construction industry (having worked with or as a solar installer a plus) 5) Appropriate public-private partnership demeanor
Certifications and qualifications, including education/degree	<b>Certifications and qualifications:</b> 1) 10+ years in the solar or electrical construction industry 2) Bachelor's degree in related discipline required; advanced degree preferred
IT systems that will be used	<b>IT Systems Used:</b> 1) Microsoft Office Suite 2) PeopleSoft 3) Salesforce
Tasks	<b>Tasks include:</b> 1) Interact with Contractors to answer technical or Program related questions 2) Interact with installers to provide clarity on Program rules, answer technical questions 3) Stay abreast of changes to major industry changes, for instance the release of changes to the National Electric Code 4) Briefly review submitted projects documents for accuracy: project application, wiring diagrams, shading, site plans, and site photos. 5) Provide technical review of project designs, with expertise in reviewing for compliance with the Fire Code and NEC Code requirements. 6) Review issued inspection reports 7) Review contractor responses 8) Perform other duties as assigned to support the key functions of the NY-Sun team

**Staff Augmentation Request Form**

Key Identifiers	Responses
Department Requesting Resource	Clean Energy Siting 2700
Initiative	Clean Energy Siting Program Support
Programmatic need being met by this request	This Project Manager-2 will provide technical expertise and assistance to a growing number of local governments across the state who are facing increasing development of clean energy, including solar, wind, and energy storage projects.
Where the work will be performed	Remote
Location of Resource	Remote
Is travel required for this position	Yes
Is any equipment required to be provided by the contractor or will be provided by NYSERDA for this position?	Contractor must have PC, cell phone, and reliable high-speed internet available while remote
NYSERDA Supervisor's Name	NYSERDA Supervisor
Desired Start Date	7/15/2023
Expected Duration of Engagement (Years)	2
Go / No-Go Decision Point	If the expected duration is 2+ years, this position will include an annual review to continue or terminate the position.
Estimated % FTE Being Requested	100%
Select the Appropriate NYSERDA Title You are Seeking to Fulfill	Project Manager-2
Estimated Travel Costs	\$ 20,000.00

**Skills and Experience Needed**

NYSERDA Title You Are Seeking to Fulfill	Technical & Professional Skills & Knowledge	Creativity in Project & Program Development	Organization Skills & Productivity	Leadership / Interpersonal Relations / Judgement	Communication Skills & External Relations
Project Manager-2	<ol style="list-style-type: none"> <li>1) Developed understanding of relevant technical principles and their application to a program area.</li> <li>2) Develops/formulates deployment issues, problems, and needs in at least one technical area.</li> <li>3) Expertise at conceptual level of technical skill and knowledge in at least one program area.</li> <li>4) Basic understanding of State energy/environmental economic development issues.</li> </ol>	<ol style="list-style-type: none"> <li>1) Developed and managed projects with little specific direction.</li> <li>2) Develops new projects and co-funding sources with own initiative.</li> <li>3) Provides ideas and rationale for program development in at least one technical area.</li> </ol>	<ol style="list-style-type: none"> <li>1) Ability to implement projects in a timely manner.</li> <li>2) Demonstrates the capability to manage all aspects of on-going projects with no supervision.</li> <li>3) Ability to prioritize workload with other responsibilities</li> <li>4) Effectively discharges general technical and project management assignments in a timely manner.</li> <li>5) Demonstrates strategic thinking connected to the organization's goals.</li> </ol>	<ol style="list-style-type: none"> <li>1) Demonstrated ability to effectively head working groups or program teams.</li> <li>2) People skills have developed to show leadership and an ability to motivate others.</li> </ol>	<ol style="list-style-type: none"> <li>1) Ability to produce written material and verbal presentations that are direct, recognize and focus on issues, are both comprehensive and concise and require editing only in mostly sensitive and complex areas.</li> <li>2) Is able to negotiate effectively with contractors and interface effective with customers and other outside contacts.</li> <li>3) Ability to prepare and present papers at professional meetings, seminars, and conferences.</li> </ol>

**Primary Responsibilities, and Minimum and Preferred Qualifications**

What skills are needed to be successful in this role?	<p><b>Skills to be successful in role include:</b></p> <ol style="list-style-type: none"> <li>1) Familiar with the jurisdictional authority of cities, towns, villages, and counties in New York, especially as it pertains to permitting clean energy systems relative to state permitting processes</li> <li>2) Familiar with how grant programs are run and the need to develop program requirements and processes that are objective, clear, and accessible</li> <li>3) Familiar with the structure of NYSERDA's Clean Energy Communities program as well as NYSERDA's Solar Guidebook, Battery Energy Storage Guidebook, and Wind Guidebook</li> <li>4) Familiar with the technical aspects of how solar, wind, and battery energy storage systems function, including associated safety risks and permitting considerations</li> <li>5) Able to communicate professionally and diplomatically, presenting a friendly manner with an emphasis on developing and maintaining relationships with local government officials</li> <li>6) Ability to research new, complex topics with minimal guidance</li> <li>7) Presentation and interpersonal skills that resonate with audiences of different backgrounds; the ability to communicate persuasively, concisely and unambiguously in speech and writing</li> <li>8) Ability to be a quick and eager learner of new material and think holistically through complex problems, with technical and non-technical components</li> <li>9) Ability to successfully handle multiple projects simultaneously, set priorities and meet deadlines in a fast-paced environment</li> <li>10) Adaptive, forward-thinking, fast learning, can-do attitude, and willingness to learn and pitch in to a high-functioning team</li> <li>11) In-depth technical knowledge of solar, wind, and energy storage development in New York State</li> </ol>
Are there any specialized skills that must be present for the position to be successful?	<p><b>Specialized skills to be successful in role include:</b></p> <ol style="list-style-type: none"> <li>1) Experience with or knowledge of solar, wind, and battery energy storage technologies</li> <li>2) Experience with planning, zoning, and permitting processes at the local level, ideally with respect to solar, wind, and battery energy storage</li> <li>3) Experience with or knowledge of state grant programs, particularly those focused on local governments (e.g., NYSERDA's Clean Energy Communities program)</li> <li>4) Excellent Microsoft Office capabilities, especially MS Excel; experience with Salesforce/CRM programs highly valued</li> </ol>
Certifications and qualifications, including education/degree	<p><b>Certifications and qualifications:</b></p> <ol style="list-style-type: none"> <li>1) Bachelor's degree in policy and/or energy discipline required; advanced degree preferred</li> <li>2) 5+ years of experience in related field</li> </ol>
IT systems that will be used	<p><b>IT Systems Used:</b></p> <ol style="list-style-type: none"> <li>1) Microsoft Office Suite</li> <li>2) PeopleSoft</li> <li>3) Salesforce</li> </ol>
Tasks	<p><b>Tasks include:</b></p> <ol style="list-style-type: none"> <li>1) Support new program strategy development</li> <li>2) Refine and develop NYSERDA's model laws</li> <li>3) Meetings and presentations to local government officials, and other clean energy stakeholders across the state, including one-on-one technical assistance</li> <li>4) Creation of new and expanded outreach and educational materials and presentations</li> <li>5) Research complex technical and legal issues associated with clean energy development in New York. If inadequate information is available, work with technical consultants to research and/or develop new resources</li> <li>6) Develop and manage interventions and strategies that overcome clean energy market barriers and accelerate the scale and penetration of clean energy projects in New York</li> <li>7) Provide trainings and presentations at workshops, conduct outreach and provide one-on-one technical assistance for local governments across New York State</li> <li>8) Develop best practices, reports, summary papers, case studies, technical briefs, and web-based materials in support of knowledge transfer and outreach efforts</li> <li>9) Identify and conduct deep-dive analysis on best practices for clean energy siting and draft guidance documents for local decision-makers and industry members</li> <li>10) Work effectively with multiple NYSERDA teams, local governments, and sister agencies to define opportunities and deploy solutions in order to tackle clean energy market barriers</li> <li>11) Collaborate with consultants, engineers and other technical contractors</li> <li>12) Develop fresh ideas and tools for local governments to help guide clean energy siting to benefit disadvantaged communities</li> <li>13) Data entry in Salesforce and subsequent reporting</li> <li>14) Perform other duties as assigned to support key functions of the Clean Energy Siting team</li> </ol>