

LIVE, WORK,  
EMPOWER SAN JOSE.



# SENIOR ENVIRONMENTAL PROGRAM MANAGER



**SAN JOSE**   
**CLEAN ENERGY**

CITY OF  
**SAN JOSE**   
CAPITAL OF SILICON VALLEY

## THE CITY OF SAN JOSE

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the US. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as startups and advanced manufacturing.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the coast including Santa Cruz, Monterey, and Carmel-by-the-Sea; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home. San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

## THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with the community through Council appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, over 209 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches. The City oversees convention, cultural, hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,592 positions and a total budget of \$4.5 billion for the 2021-2022 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at [www.sanjoseca.gov](http://www.sanjoseca.gov).



## THE COMMUNITY ENERGY DEPARTMENT

In 2017, the City established the Community Energy Department (CED) to administer San José Clean Energy (SJCE), San José's Community Choice Energy provider. In February 2019, SJCE launched electricity generation service to residents and businesses. Today it serves more than 345,000 customers and has a peak load of almost 1 GW. SJCE is responsible for purchasing over 4,500 GWh of electricity annually and has an annual operating budget of over \$250 million. SJCE is one of 8 Community Choice Aggregators (CCAs) in the Bay Area, and one of 23 in California. It is the largest single-jurisdiction CCA in the state.

SJCE is driven to provide clean, renewable energy at affordable rates to help the city meet its Climate Smart San José goals and provide local benefits. In 2022, SJCE's default energy service, GreenSource, is expected to have 60% renewable energy and 95% carbon-free. Customers can also choose to upgrade to SJCE's TotalGreen service to receive 100% renewable energy. More than 1,300 customers have chosen TotalGreen to date, including large corporate customers Samsung Semiconductor, HPE, Lumentum, and eBay. To meet customer demand for renewable energy, SJCE has invested in 497 MW of new solar, wind, and battery storage across four projects that began to generate power at the end of 2021. For more information about the Community Energy Department, please visit: [www.sanjosecleanenergy.org](http://www.sanjosecleanenergy.org).

## THE POSITION

SJCE launched service to residents and businesses in February 2019 and now serves more than 345,000 customer accounts. The Department is currently seeking a Senior Environmental Program Manager to oversee the creation and implementation of decarbonization solutions through community energy programs that promote equity while drive toward a bold climate action goal to achieve carbon neutrality by 2030, and produce economic vibrancy, health and safety, and energy resiliency benefits to San José's households and businesses.

This position reports to the Deputy Director of Account Management, Marketing, and Public Affairs in the Community Energy Department.

Responsibilities include but are not limited to:

- Lead the department's Community Programs Team;
- Oversee continued development and implementation of the [SJCE Programs Roadmap](#);
- Manage the implementation and all aspects of community program and project implementation, including managing multiple consultants and contracts, developing and adhering to approved budgets, and incorporating stakeholder input, industry best practices, and market trends to ensure program success. Initial programs include:
  - Community solar (Disadvantaged Communities Green Tariff, or DAC-GT) and energy efficiency programs funded by the California Public Utilities Commission (CPUC)
  - California Electric Vehicle Charging Infrastructure Program (CALeVIP);
- Oversee the program implementer compliance requirements of CPUC-funded DAC-GT and energy efficiency programs;
- Partner with various City departments, including Environmental Services, Public Works, and Transportation, to leverage other City programs that align with [Climate Smart San José](#) strategies to reduce household energy use and accelerate electrification to achieve a carbon neutral goal by 2030;
- Lead activities to recruit and coordinate with community, CCA, government, utility, and industry partners;
- Coordinate with SJCE's marketing and community outreach team and member agencies to publicize program opportunities among eligible customers;
- Develop indicators to measure program effectiveness, analyze program outcomes to modify implementation activities, and develop and implement verification protocols to support cost and environmental effectiveness claims;
- Serve as subject matter expert for SJCE on program-related issues, including participating in related compliance and regulatory proceedings at the CPUC and the California Energy Commission;
- Write reports and make oral presentations to City Council, executive management, customers and community & industry groups; and





- Effectively manage a team of project staff, consultants, community stakeholder groups and contractors.

## THE IDEAL CANDIDATE

The ideal candidate will have a deep knowledge of the meaningful ways customer empowerment and decarbonization programs in efficiency, electrification, distributed renewable energy generation and other utility programs and services help combat climate change and work to achieve a bold and ambitious climate action goals in an equitable and inclusive way. An expert in transformational decarbonization and local energy resiliency programs who has strong analytical and interpersonal skills with extensive experience related to value-driven energy efficiency, electrification, distributed energy, and demand response programs. This role is part of a fast-paced team, often working on multiple high-priority projects and short deadlines.

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

- **Job Expertise** – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies, federal/state rules and regulations. Demonstrates knowledge and experience with community energy programs, energy markets, renewable energy contracts and technologies.
- **Leadership** - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- **Collaboration** – Develops networks and builds alliances; engages in cross-functional activities.
- **Problem Solving** – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- **Fiscal Management** – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- **Planning** - Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- **Analytical Thinking** – Approaches problems or situations using a logical, systematic, sequential approach.
- **Project Management** - Ensures support for projects and implements agency goals and strategic objectives.
- **Communication Skills** – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills, displays openness to other people's ideas and thoughts.



## QUALIFICATIONS

### Education and Experience

A Bachelor's degree from an accredited college or university with major course work in environmental sciences, public or business administration, or a closely related field, **AND** six (6) years of increasingly responsible experience in overseeing and administering complex environmental programs, including three (3) years of progressively responsible supervisory experience.

**Employment Eligibility:** Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will NOT sponsor, represent or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

## BENEFITS & COMPENSATION

The City provides an array of benefits to its employees, including:

- **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option
- **Health Insurance** – The City contributes 85% towards the premium of the lowest cost nondeductible HMO plan; there are several options
- **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage
- **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service; Executive Leave of 40 hours is granted annually; Sick Leave is accrued at the rate of 8 hours per month
- **Holidays** – The City observes 15 paid holidays annually
- **Deferred Compensation** – the City offers an optional 457 Plan
- **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs
- **Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional
- **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP

Visit the [City's benefits website](#) for more info.

**SALARY INFORMATION:** The approved salary range for this position is **\$120,140.80 - \$158,433.60**, actual salary will be determined by the candidate's qualifications and experience. In addition to the starting salary, employees in this classification will also receive an approximate five percent (5%) on-going non-pensionable pay. For the Senior Environmental Program Manager position, the salary including the 5% non-pensionable pay will be \$126,147.84 - \$166,355.28.

Per the City's [COVID19 Mandatory Vaccination Policy](#), the City requires all employees starting on or after February 11, 2022, to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that an employee is not only "fully vaccinated," but has also obtained any booster doses of a COVID-19 vaccination for which they are eligible, within 15 days of first becoming eligible.



## APPLICATION PROCESS

Please send your resume outlining your professional experience, credentials, career history, contact information with a cover letter explaining your interest in the role and salary expectations to: [Matt.Sadinsky@prepintl.com](mailto:Matt.Sadinsky@prepintl.com)

Qualified applicants will be contacted, sent additional information and scheduled for conversations.

PR&P Intl and the City of San Jose are Equal Opportunity Employers who do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, employment, veteran status or any other protected status. Qualified Women, Minorities, and Veterans are encouraged to apply

