



New Jersey Board of Public Utilities
 44 South Clinton Avenue
 P.O. BOX 350
 Trenton, NJ 08625



NOTICE OF VACANCY

THIS IS AN IN PERSON POSITION

Candidates who applied for posting 12-2022 and 42-2022 do not need to reapply

POSTING NO.: 26-2023

EXISTING VACANCIES: One (1)

TITLE: Bureau Chief of Energy Efficiency & Building Decarbonization (Gov. Rep. 1)

OPENING DATE: March 27, 2023

CLOSING DATE: April 17, 2023

SALARY: Commensurate with Experience

DIVISION/LOCATION: Division of Clean Energy

WORKWEEK: 35 hours (NL)

You will be part of a highly effective and collaborative team within the Division of Clean Energy working to achieve New Jersey’s ambitious goal of 100% clean energy in a just and equitable manner.

Work alongside a team of dedicated professionals at the New Jersey Board of Public Utilities (BPU) advancing the state’s leadership in the areas of offshore wind, electric vehicles, solar, and energy efficiency with a specific focus of applying an equity lens to all efforts.

As the Bureau Chief of Energy Efficiency and Building Decarbonization, you will lead efforts to design and implement the clean buildings policies and programs for the State of New Jersey.

GENERAL DESCRIPTION: The Bureau Chief of Energy Efficiency & Building Decarbonization will be charged with:

- Implementing programs that meet New Jersey’s national-leading energy reduction targets, which require year-over-year reductions of electricity and natural gas usage;
- Leading New Jersey’s nascent efforts to develop building decarbonization policies to meet 100% clean energy by 2035 goals; and
- Be a thought-leader within New Jersey government on energy efficiency and building decarbonization policies.

The Bureau Chief of Energy Efficiency & Building Decarbonization will report to the Director and Deputy Director of the Division of Clean Energy and will be intimately involved in crafting and implementing policies, managing professional and technical staff, and managing the planning, operation, implementation, monitoring, and/or evaluation of regulatory programs designed to reduce energy usage. Assignments are broadly defined; the Bureau Chief has responsibility and latitude to organize assignments and to determine the methods needed to achieve objectives.

Under the Bureau Chief of Energy Efficiency & Building Decarbonization, the Bureau will ensure that energy efficiency programs, policies, and related initiatives reflect best practices, advance innovation, and reduce energy use while supporting economic growth, building sustainable infrastructure, creating well-paying local jobs and economic opportunities for diverse individuals and businesses, reducing carbon emissions, and improving public health to ensure a cleaner environment for current and future residents.

Advancement of energy efficiency in the state is a key strategy to meet New Jersey's long-term clean energy goals, including the achievement of 100% clean energy by 2035. The Energy Master Plan identifies energy efficiency as one of the most affordable ways of reducing our energy demand and lowering emissions, while simultaneously making our homes and businesses more comfortable.

WORK RESPONSIBILITIES

- Plan, develop, and supervise the implementation of the Board's energy efficiency program goals, budgets, policies, procedures, and objectives, including State and utility-run energy efficiency programs.
- Develop and implement effective programs for promoting building decarbonization policies.
- Train, supervise, and manage energy efficiency and building decarbonization staff, implementation contractors, and consultants – as well as their associated work operations and functional programs – to advance the State's clean energy policies.
- Support the Board's legislative priorities on energy efficiency and building decarbonization.
- Supervise the tracking of data from energy efficiency programs and analyzing utility energy efficiency program reports (quarterly, annual, triennial) to identify potential improvements to the programs and ensure complete reporting on metrics and program requirements.
- Supervise contractors' compliance with program rules and approve budgets related to energy efficiency programs, budgets, and marketing plans.
- Provide thought leadership on energy efficiency and building decarbonization programs by disseminating information on energy efficiency topics.
- Review, analyze, and prepare written materials, such as letters, reports, correspondence, and other documents related to program functions and prepare and present Board agenda items, public notices, listserv announcements, etc.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. A Master's is preferred.

EXPERIENCE: Five (5) or more years of demonstrated experience in and knowledge of the energy industry, energy efficiency, and environmental protection and/or sustainability issues are required. Three (3) or more years of demonstrated experience in management. Excellent

interpersonal skills, decision-making, problem analysis, creative thinking, administrative judgment, and ability to delegate.

NOTE: Demonstrated proficiency with Microsoft office, spreadsheet, database, communications software, project management, and energy efficiency analytical tools are preferred.

NOTE: We value inclusion, integrity, innovation, empowerment, and hard work above all else. Candidates with relevant undergraduate or professional experience are encouraged to apply, as are candidates who have shown a strong commitment to remedying the historical underrepresentation of people of color in energy through their work promoting equity, inclusion, and diversity as well as through their own lived experiences.

OPEN TO THE FOLLOWING: Open to New Jersey residents.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

WORK AUTHORIZATION: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit the following website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or call at 833-691-0404.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.