

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

EMPLOYMENT OPPORTUNITY

JOB TITLE: Senior Facilities Analyst

LOCATION: San Francisco/Sacramento

JOB OPENING #: 6235

OVERVIEW

The Judicial Council of California (JCC) is accepting applications for the position of Senior Facilities Analyst in our Facilities Services office.

As a Senior Facilities Analyst at the Judicial Council of California (JCC), you will play a crucial role in providing technical analysis and expertise, program development, sustainability compliance, and all energy and sustainability aspects training. This unique position supports existing court facilities and capital projects, making a significant impact on our operations.

At the heart of the JCC Sustainability program, your work as a Senior Facilities Analyst will be instrumental in driving energy efficiency, water conservation, carbon reduction, climate change adaptation, green operations, renewable energy, and zero waste. Your technical expertise primarily in energy efficiency, mechanical systems, lighting, Building Automation Systems, benchmarking, energy modeling, renewable energy energy storage systems, zero net energy, greenhouse gas inventory, and coordination of various assigned sustainability initiatives will be the driving force behind our sustainability initiatives.

As a Senior Facilities Analyst, you will not only be responsible for researching and piloting alternative fund source programs or creating solutions to reach our sustainability goals, but also for fostering collaboration with other state agencies and partners. Your duties will include benchmarking, tracking, complex analysis, reporting, management, and verification of utility energy data, all of which will be done through custom and web-based platform(s) such as EPA's Energy Star Portfolio Manager and our utility management system. This position also involves overseeing, conducting, or managing energy audits, life cycle cost analysis, recommendations for energy efficiency equipment installations, and mechanical/electrical reviews of energy efficiency projects for funding and payback.

The Judicial Council

The Judicial Council of California is the policy-setting body for the state court system and has constitutionally conferred statewide rule-making authority. This authority includes developing, advocating for, and allocating the judicial branch budget. A majority of Council members are California state justices and judges; however, the Council also includes lawyers, legislators, and court administrators.

By enhancing its role as a leadership, knowledge, and service resource for the judicial branch, the Judicial Council's staff organization seeks to continue to evolve as one of California's most dynamic public service entities, focused on improving access to justice for all Californians by innovating and responding to the changing needs of the courts and the public. As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every staff member should view and approach their work as one Judicial Council with a public service mission greater than the sum of its parts.

The Judicial Council strives for work-life balance, including substantial vacation and holiday time. In addition, we offer an excellent benefits package, including pension, medical, dental, and vision coverage, flexible spending, up to \$130 per month reimbursement for qualifying commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in person at the Judicial Council's San Francisco or Sacramento office and reside in the areas surrounding these locations. The Judicial Council offers hybrid work arrangements for many positions. Beginning in September 2024, employees will work in the office at least one day each week. Starting in January 2025, employees will work in the office at least two days per week.

RESPONSIBILITIES

- Research and piloting of alternative funding programs and creative solutions in support of reaching sustainable energy and efficiency goals:
 - Lead efforts to draft RFI/RFQ documentation for Power Purchase Agreements (PPA), Energy Savings Performance Contracts such as Service Agreements (ESA) and Performance Contracting (ESPC), and On-Bill Financing (OBF) alternatives for funding projects.
 - Provide the Sustainability Unit with the first-level point of contact for alternative financing arrangements for energy efficiency, renewable energy systems, and water conservation projects, such as PPA, DA, ESCO, ESA, or OBF.
 - Lead ongoing efforts and analysis of optimum utility rates for cost savings and GHG emissions reductions. Consideration for additional Joint Power Agency memberships/Direct Access Procurement/Community Choice Aggregation (CCA) options to purchase carbon-free electricity or at a reduced rate.
 - Maintain a close working relationship with the CPUC-funded State of California Energy Strategy and Support program, which supports Energy Efficiency at State-owned Facilities.
 - Maintain a working relationship with Investor-Owned and Public-Owned Utility representatives to review energy efficiency projects, rebates, new programs, and potential rate increases or updates to demand response programs.
 - Develop Demand Response (DR) readiness matrices and processes in conjunction with JCC operational staff and service providers to maximize the effectiveness of participation in DR events.
- Lead the Benchmarking, Energy/Water Auditing, and Energy/Water Management efforts to reduce Utility Costs and Greenhouse Gas (GHG) Emissions in the Portfolio of Courthouse Facilities Statewide:
 - Support the unit efforts in benchmarking the JCC's portfolio of over 160 JCC-managed facilities and continued systematic monitoring, data analysis, and reporting of energy water and waste data (Use, Energy Use Intensity, Water Intensity, cost, and greenhouse gas emissions). Maintain high data quality/integrity of utility data and relevant driving factors such as weather (heating/cooling degree days), occupancy, and, in the future, County-managed usage data.
 - Prepare reports utilizing audit findings, analysis, and energy efficiency recommendations, including estimating the total cost of construction, annual estimated energy and GHG savings to calculate simple payback, and life cycle cost analysis to develop prioritized project proposals to achieve the goals of the Sustainability unit and JCC resource reductions targets. Include rebate estimates from an application for incentives from the local utility provider or identify grants, partnerships, or other resources to leverage for projects.
- Educate JCC staff on sustainability program initiatives, standards, best practices, and compliance to achieve sustainability goals:
 - Develop material and facilitate virtual/online or in-person training on sustainability topics, such as energy efficiency, water conservation, waste minimization, and recycling, as well

- as related issues for facilities operations staff, project managers, service providers, courts, counties, and other stakeholders.
- Coordinate with supervisor to facilitate presentations on recently introduced technologies that may complement the goals of the Judicial Council, such as Zero Net Energy, Fuel Cells, Light Emitting Diode Lighting (LEDs), Building Management Systems, Solar Upgrades of Panels and Inverters, Grid Optimization, Electrification options, Building Decarbonization, and other related emerging technologies or strategies.
 - Continue to develop and utilize energy and sustainability dashboard platforms with data analytics/visualization to convey energy and water use data to internal and external stakeholders.
 - Provide support for a prompt resolution to any ad-hoc JCC/Court/County/Landlord reporting requests for utility data that the Sustainability unit can access.
- Provide technical expertise for the FMCC (Facility Modification Coordination and Comment internal process for the repair, replacement, and renovation of facilities assets:
 - Perform comparative life cycle cost analysis of sustainability options for related repairs, equipment replacements, energy efficiency, cost reduction, deep energy retrofits, and decarbonization projects.
 - Advise on standards for repairs, replacements, and renovations of building systems for existing building portfolio.
 - Provide subject matter expertise to the Trial Court Facility Modification Advisory Committee or the Court Cost Reduction Staff Subcommittee of the Court Facilities Advisory Committee of JCC.
 - Provide technical analysis and support to Facilities Operations and Capital Program, such as Energy Performance design criteria, capturing incentives, and other strategies to meet JCC Sustainability targets:
 - Initiate, track, and manage rebate and incentive applications for new construction and lighting or express efficiency for existing retrofits to reserve funds for the energy efficiency design and equipment installations at the beginning of the project. Track design team activities and ensure utility process through final inspection/audit and receipt of rebate checks.
 - Participate in site visits involving energy and utilities for the building as needed to provide technical expertise to ensure the buildings' energy performance meets JCC targets.
 - Analyze and comment on third-party designs and energy models developed for new construction, major renovations, and key facility modification projects.
 - Act as the Sustainability Unit's lead in providing recommendations for tri-annual updates to the California Trial Court Facilities Standards. The standards define the minimum space and the functional, technical, and security requirements for designing trial court facilities in California. They reflect best practices and successful solutions as the basis for designing and constructing functional, durable, maintainable, efficient, and secure contemporary court facilities.
 - Provide Technical Support to the Water Conservation Program:
 - Support efforts to rank the Courthouses and other portfolio facilities with the intensity of potable and non-potable water usage.
 - Identify options for Water Conservation Audits to be carried out at the worst water utilization facilities.
 - Support Zero Waste Program:
 - Support the development of the Judicial Council Zero Waste Strategy and Program Implementation.
 - Support unit efforts for recycling and composting compliance.
 - Provide summary data for program Key Performance Indicators such as – waste intensity ratios, waste diversion %, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree and four (4) years of professional experience in providing analytical and technical support to facilities management. Possession of a bachelor's degree in a directly related field, such as environmental science, biology, engineering, real estate, etc., may be substituted for one of the years of required experience. As noted above, an additional four years of professional experience may substitute for the bachelor's degree requirement. Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

A master's degree in a directly related field, such as architecture, civil engineering, construction, or building management, and one (1) year of experience providing analytical and technical support to facilities management.

OR

One year as a Facilities Analyst in the assigned field with the Judicial Council of California.

OR

One year of experience performing the duties of a class comparable in responsibility to that of a Facilities Analyst in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

– Valid driver's license, as assigned.

OTHER

Please note that if you are selected for hire, you will need to verify your employment authorization to work in the United States.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. Pacific Time on **August 3rd, 2024**. This position requires submitting our official application, a resume, and a response to the supplemental questions.

To complete an online application, go to job opening #6235 at <https://www.courts.ca.gov/careers.htm>

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENT & BENEFITS

\$7,485.00 - \$11,228.00 per month

(Starting salary will be \$7,485.00 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying mass transit costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance

- Flex Elect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questions

To better assess the qualifications of each applicant, please respond to the following questions:

1. Describe a complex energy efficiency or renewable energy project you have managed. What were your critical challenges, and how did you overcome them? What was the project's impact on energy savings and greenhouse gas emissions?
2. Explain when you collaborated with multiple stakeholders (e.g., state agencies, utility companies, or internal teams) to achieve a sustainability goal. How did you manage differing priorities and expectations to reach a successful outcome?
3. Discuss your experience using data analytics and visualization tools to track and report energy and water usage. How have you utilized these tools to drive decision-making and support sustainability initiatives?
4. Provide an example of how you identified and leveraged alternative funding sources or innovative financing arrangements for a sustainability project. What was the outcome, and how did it contribute to the project's success?
5. Describe your approach to developing and delivering training programs on sustainability topics. How do you ensure the material is engaging and informative for diverse audiences, including facilities operations staff and external stakeholders?