

CLASS SPECIFICATION
Planning and Sustainability Policy, Research and Operations Manager

FLSA Status: Exempt
Union Representation: Nonrepresented / Exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, plans, integrates and oversees Bureau Planning and Sustainability (BPS) sustainability policy development; manages sustainability research and innovation programs; contributes to the development and management of BPS policies; serves as a senior adviser to the BPS Director, carries out sensitive and multifaceted assignments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position classification works with the BPS Director in managing BPS programs and services, and provides strategic advice and counsel in the design, development and implementation of sustainability programs. The Planning and Sustainability Policy, Research and Operations Manager guides the overall operations of the Bureau of Planning and Sustainability and represents the BPS Director in key discussions regarding sustainability program and policy issues.

The incumbent manages the Policy, Research and Innovation section, which includes broad program areas that address waste reduction and recycling, climate action, green building, clean energy, Smart Cities, and policy analysis and research. This position supports the BPS Director in developing and implementing strategic plans and setting direction for the bureau's various functional program areas.

Responsibilities and assignments are broad in scope, and require independent judgment on issues that are complex, interpretive and evaluative in nature. Work is evaluated in terms of overall program and cost effectiveness. The incumbent exercises expert professional and political acumen and leads and manages the completion of work assignments of other professionals, allowing for a high degree of program and administrative discretion.

The Planning and Sustainability Policy, Research and Operations Manager is distinguished from the Chief Planner, the Conservation Program Manager, and the Business Operations Manager jobs by its responsibility for a significant portion of the bureau's program-related functions related to sustainability, Smart Cities, clean energy, solid waste and recycling, and climate change.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned staff; with subordinate managers, develops, implements and monitors work plans to achieve bureau missions, goals and performance measures; directs the development of and monitors performance against the annual budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of subordinate managers; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; manages compensation and provides other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership to, and collaborates with, subordinate managers and staff to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Oversees BPS research and development of programs to achieve City and bureau mission and goals; facilitates the development of and sustainability policies for the bureau and the City; oversees research, investigation and analysis of energy-efficient and resource-efficient products, technologies, policies and models for future programs; prepares and presents proposals for the implementation of new programs; and manages the work of management, professional and technical staff who provide research, policy and technical services related to waste reduction and recycling, green building, climate change, energy efficiency, renewable energy resources, sustainable food, Smart Cities, and other sustainable development areas for private companies, government and residents.
5. Through subordinate managers and staff, plans, organizes, integrates, directs, and implements policy analysis, research and planning related to clean energy policy and programs; and modifies current programs to further the City's building performance and renewable energy goals.
6. Coordinates bureau efforts to acquire funding for policy, research, innovation and technical assistance services; oversees applications for grants; and researches and evaluates creative alternatives for generating revenue sources.
7. Coordinates BPS legislative agenda with the Office of Government Relations; and analyzes legislative and policy issues with significant impact on bureau programs and operations.
8. Through subordinates, conducts complex management, systems and technical studies, and prepares recommendations and reports; meets with various groups to evaluate public interest and concerns, and negotiates appropriate solutions among conflicting interests.

9. Represents BPS in meetings with City officials, outside groups and agencies, and attends public meetings for the Director, as needed.
10. Represents the City on electric and natural gas utility franchises and rate tariffs; represents the City in state utility proceedings and energy utility policy issues; and develops partnerships with other state, utility and consumer advocate energy groups.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Policies, technical principles, practices, regulations and current trends related to green building, energy efficiency, climate change, sustainable food, renewable energy resources and toxics, historic resources and urban and environmental planning.
2. Public program administration, organizing principles and planning techniques.
3. Budget, human resource, cost control, and administrative practices and policies.

Ability to:

1. Plan, assign, direct and supervise the work of supervisory, professional and technical staff.
2. Effectively communicate complex technical matters to non-technical individuals, including policy makers, both verbally and in writing.
3. Apply federal, state and local laws, codes and standards applicable to the administration of sustainability programs and services.
4. Develop funding proposals to private companies and foundations to support research, policy and program initiatives.
5. Effectively engage in problem solving and team building.
6. Initiate and direct partnership efforts with private companies, other governments and residents.
7. Establish and maintain effective working relationships with a diverse workforce and community and with all levels of City staff and elected officials.
8. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in public administration, management, environmental studies or a closely related field; and at least seven years of progressively responsible program management experience that included providing high-level policy support to executive staff.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: July 27, 2011

Modified – May 2018 – Updated duties to reflect new organization of bureau