

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Division of Energy Management

ADDRESS1 1 Centre Street, 17th Floor

ADDRESS2 New York, NY 10007

CONTACT NAME Lukman Olowu

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

UNIT DESCRIPTION (Max characters 1000)

The Energy Budget and Billing Team, within the Energy Supply Unit, develops the City's Heat, Light, and Power ("HLP") Budget for each fiscal year, including tracking budgeted versus actual expenditures throughout the fiscal year and re-forecasting as necessary. They lead DEM's efforts to analyze utility bills, identify potential billing errors, and recover overcharges. The team also provides monthly energy usage reports to City agencies to help them understand and help manage their energy usage and identify opportunities to cut usage, emissions, and costs.

POSITION TITLE (Max characters 100)

Energy Supply Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Energy Supply unit has a summer position for a graduate-level intern to support clean-energy and energy-review needs from an energy billing perspective. New and emerging categories of energy use have special billing characteristics for which DEM needs analysis and study. We will provide a background in clean-energy categories and a variety of special rates; we seek a detail oriented candidate who can work independently. Assignments and responsibilities will draw from the following list:

1. Analyze historical (actual) billing data of standby charges for certain distributed generation accounts, in order to look for utility under-billings and expected retroactive charges.
2. Analyze usage and cost data in an emerging Electric Vehicle (EV) Charging program.
3. Provide support to the unit's effort in conversion of existing solar accounts from a tariff class that is being phased out (Remote Net Metering) to a new classification system tariff (Value of Distributed Energy Resources).
4. Maintain information on utility tariff classes, account and meter assignments, and provide support for interface between tariff and billing information.
5. Provide support as needed for related work in energy supply, billing and budgeting.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Preferred candidates will have a background in data analysis, and may come from one of the following fields or areas of study: sustainability, energy, engineering, environmental studies, math, business, or public policy (including economics or politics).

APPLICATION PROCESS (Max characters 700)

Please submit a resume and cover letter stating interest in the position and relevant experience, addressing the above qualifications via email to Lukman Olowu, Director of Energy Budget and Billing, lolowu@dcas.nyc.gov. Applications without these materials will NOT be considered. No phone calls please.

SALARY RANGE

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

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