Los Angeles Unified School District - Job Opportunity

Job Posting Title
Sustainability Specialist (Administrative Analysis & Assistant)

Reference code
JP23-289-XA1

Minimum Salary
$  100,090.00    Annual

Maximum Salary
$  123,600.00    Annual

Application Open Date
10/13/2023

Application Close
11/03/2023

Information about LAUSD
We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education. We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future. Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD. Build your rewarding career here by joining nearly 30,000 employees, and achieve new levels of success in your career.

Department or School Site
The Los Angeles Unified School District is committed to becoming the most sustainable and environmentally-friendly large urban school district in the country. The Sustainability Initiatives Unit is committed to creating a sustainable and resilient school district focused on the health of our students, teachers, and staff. The Sustainability Initiatives Unit specializes in the development of sustainability strategies, policies and protocols, management of energy and water conservation projects, sustainable design certification, implementation of emerging sustainability technologies, development of awareness and communications strategies, cultivation of partnerships with community-based organizations, and application for rebates and incentives related to sustainable projects and design. For more information and the exciting initiatives of the Sustainability Initiatives Unit please visit [http://learninggreen.laschools.org/](http://learninggreen.laschools.org/).

Visit us at www.lausdjobs.org
Benefits

Insurance: Paid premiums for medical, dental, vision, and life insurance plans.
Retirement: Membership in the California Public Employee Retirement System (CalPERS).
Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.
Paid Holidays: up to 13 days.

Job Duties/Responsibilities

The Sustainability Specialist performs, participates, and coordinates a variety of technical duties in support of sustainability initiatives including research, analysis and communications pertaining to alternative energy and fuel, waste reduction, procurement of sustainable materials, air quality, gardening programs, and rebate and incentive programs. Typical duties may include:
• Supporting and participating in the development and execution of sustainability program objectives.
• Researching the impact and efficacy of emerging sustainability technologies and providing recommendations to management.
• Assisting with the development of Requests for Qualifications and Requests for Proposals on sustainability projects.
• Assisting with the scope development of work contracts and task orders for services rendered by the sustainability unit.
• Preparing or assisting in compiling and writing a variety of reports in statistical, graphic, or narrative form.
• Reviewing plans and providing analysis and recommendations regarding sustainability initiatives standards.

Minimum Requirements

Education:
Graduation from a recognized college or university with a bachelor’s degree, preferably in architecture, engineering, environmental science, urban planning, or related field.

Experience:
Two years of experience in a professional-level position with responsibility for activities such as program coordination, administrative analysis, financial analysis, program development, and contract negotiation, preferably in a facilities construction, modernization, or sustainability or energy management program.

The following work experience and accreditation are preferable:
Experience managing projects or programs regulated by state or federal environmental/ sustainability issues
Experience with the Collaborative for High Performance Schools (CHPS)
LEED Professional Accreditation by the Green Building Certification Institute (GBCI)
Desirable Qualifications

We are seeking candidates that possess experience in sustainability, are knowledgeable of the following sustainability areas, water conservation, solar photovoltaic, and energy efficiency; and constructions industries, and are committed to keeping apprised of the latest practices, technologies, and trends in this evolving field. The ideal candidate will have a strategic mind set to develop and execute sustainability projects with a long-term vision and benefit to the District; will be innovative and analytical in ideas and initiatives within sustainability. Additional, the ideal candidate will have the ability to work individually and collaboratively in the pursuit of planning, developing, implementing and evaluating new and existing sustainability programs and initiatives; will be able to manage multiple projects and priorities and thrive in a fast-paced environment; and will have the ability to present information, clearly, effectively, and professionally in both writing and oral communication, to stakeholders at all levels within and beyond the District.

Employment Selection Process

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule.

Application Process

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Please visit www.lausdjobs.org and click on "help desk service request form" located to the left of the Quick Links.

To find out whether the application deadline has been extended, visit the website at: http://www.lausdjobs.org.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/

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lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver’s license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

Please submit your application as soon as possible as recruitment may close without notice. For questions and concerns regarding this recruitment, please contact Marcella Huerta-Ortiz at m.huertaortiz@lausd.net.