

Manager, CIP Program Implementation

Summary:

Manages the implementation of the CenterPoint Energy's Conservation Improvement Programs (CIP) in the Minnesota region. Provides support to the regulatory process and ensures that the CIP programs are implemented in compliance with all regulatory requirements and that energy conservation goals are achieved. Manages contract negotiations and administration for program contractors and vendors.

Essential Duties/Responsibilities:

- Manages and leads the professional team responsible for the successful implementation of the company's Minnesota CIP programs.
- Manages internal staff involved in implementing CIP residential and commercial & industrial programs and coordinates with other areas involved in promoting, supporting, and delivering CIP programs to customers and trade allies.
- Develops and administers an annual budget of approximately \$25 million.
- Identifies and maintains resources necessary to achieve the company's CIP goals.
- Works closely with Regulatory and Legal to ensure compliance with all regulatory requirements and support of any related regulatory filings and reporting.
- Negotiates and manage all contracts which support implementation of CIP programs.
- Manages selected contractors and vendors, interfacing as necessary with contractor's senior management.
- Participates in the necessary short and long-term strategic planning and scheduling to ensure achievement of CIP goals.
- Establishes and maintains internal and external relationships necessary to ensure successful implementation of programs and achievement of goals.

Education:

Requires a bachelor's degree in engineering, marketing, business or related technical field from an accredited college or university.

Experience:

Requires a minimum of 5 years experience with any combination of the following:

- implementation of energy conservation and energy efficiency programs
- technical experience in engineering, sales, environmental, energy analysis or related fields
- management experience
- equivalent experience through training and/or job rotations

Additional Knowledge, Skills, Licenses/Certifications, Abilities & Personal Characteristics (KSLAPs):

- Able to obtain a Certified Energy Manager (CEM) or other energy efficiency certification.
- Able to demonstrate knowledge of residential, commercial, and industrial end-uses and energy efficiency measures and the utility regulatory process.
- Able to solve problems, make sound decisions, and understand financial issues.
- Able to understand the natural gas industry rate structure.
- Able to demonstrate and apply a thorough understanding of state and local government processes.

- Able to demonstrate an understanding of energy conservation, including cost-effectiveness and cost/benefit analysis as applied to energy conservation and measurement and verification methodologies.
- Able to interpret and analyze current regulatory and policy landscape surrounding energy conservation, renewable energy, and carbon emissions with a particular focus on Minnesota policy.
- Able to demonstrate strong organizational and project management skills.
- Able to use personal computer software proficiently, such as word processing, spreadsheets, database managers and electronic mail and integrated mainframe programs such as SAP.
- Able to demonstrate knowledge of statistical methods and econometric modeling.
- Able to demonstrate, integrity, ability to learn, results orientation and a sense of how to balance urgency and quality.
- Able to demonstrate excellent verbal and written communication skills.
- Able to demonstrate and apply superior analytical ability.
- Able to make sound judgments based on available information and independent problem solving.
- Able to balance multiple competing priorities.
- Able to demonstrate strong customer service skills.
- Able to demonstrate and apply critical thinking skills.
- Ability to work effectively in a team, providing leadership and guidance.
- Able to plan, create and give effective professional presentations.
- Able to relate well to all kinds of people at all levels inside and outside organization.
- Able to build constructive and effective relationships and use diplomacy and tact.
- Able to provide a valid state driver's license, present and maintain a good driving record and to operate company vehicles safely and in compliance with applicable laws and company policies.

Physical Requirements:

- Able to demonstrate the manual dexterity to operate a personal computer effectively.
- Able to communicate orally in a clear manner.
- Able to hear oral communication either in person or on equipment such as telephone or mobile phone.
- Able to view a personal computer monitor or laptop screen for extended periods of time.
- Able to operate a personal computer, either desktop or laptop, for extended periods of time creating, composing and reviewing documents and spreadsheets.
- Able to operate office equipment, including telephone, mobile phone, photocopier, fax machine, scanner and calculator.
- Able to reach, grasp and move items.
- Able to sit, stand or walk for extended periods of time.
- Able to operate a motor vehicle, including ability to enter and exit the vehicle unassisted, and travel long distances.
- Able to exert up to 10 pounds of force occasionally, and/or a minimal amount of force frequently to lift, carry, push, pull, or otherwise move objects.

Working Conditions:

- Able to work a varied schedule to complete projects and meet deadlines in response to changing demands.

- Able to work overtime (scheduled and/or unscheduled, nights and/or weekends) as needed or required to meet established deadlines.
- Able to travel to attend or conduct training, attend regulatory hearings, industry or professional association conferences and/or other meetings (with customers, communities, etc.) and stay overnight or possibly stay for an extended period of time as required.
- Able to work in fast paced environment with high daily pressure to meet deadlines.
- Able to perform work indoors in an office environment, regardless of whether cubicle, open office or private office.

This job description reflects an assignment of essential functions; it does not prescribe or restrict the tasks for this position. Other duties and tasks may be assigned to this position at the Company's discretion.

Must demonstrate commitment to compliance with applicable laws and regulations, the Company's Ethics and Compliance Code, and other Company policies and procedures, and take all required training courses.

Must demonstrate respect for all individuals and adhere to the Company's values and business practices.

CenterPoint Energy provides an essential public service which vitally affects the health, safety, comfort and general well-being of the people living in the area served by the Company. If any business unit activates an emergency operation plan, because of a threat to the continuation of service to our customers, employees may be called to fulfill an assignment. All employees, whether in their normal job or an emergency operation plan assignment, are essential to successful service restoration. CenterPoint Energy values the role each employee plays in serving the needs of our community.

All applicants must take a pre-employment drug test and obtain a negative result as a condition of employment.

In addition to a pre-employment test, employees performing job functions regulated by the Department of Transportation (i.e. safety-sensitive functions) are subject to random drug and/or alcohol testing. Other testing (post-accident, reasonable cause, return-to-duty, follow-up, or return-to-work) may be required in accordance with work-related conditions.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a), and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Interested parties can contact christopher.heaney@centerpointenergy.com or apply at CenterPoint's careers website (www.centerpointenergy.com/careers).