



REDWOOD COAST Energy Authority

Energy Analyst (Technician)

Compensation: \$39.26 – \$49.25 per hour

Position #298

Appointments typically start at the beginning of the hourly range.

Do you want to join a dedicated team of professionals developing local energy efficiency services?

The Redwood Coast Energy Authority (RCEA) has been helping Humboldt County use energy more wisely for over 20 years. The Demand Side Management (DSM) Department has two openings for Energy Analysts, one **Residential** and one **Non-Residential**, who will be the frontline energy auditors and project leads for local customers seeking energy audits and completing energy efficiency projects.

Under the supervision of a Program Manager, the Energy Analyst will perform the following roles:

- Perform comprehensive energy assessments in homes, businesses and facilities, both in person and over the phone.
- Recommend heat pump, heat pump water heater, lighting, insulation, refrigeration, and other energy technology installations when conditions are met.
- Prepare efficiency project estimates and incentive calculations.
- Oversee project implementation with contractors and customers.
- Manage a portfolio of energy projects from estimate through completion.
- Prepare customer energy reports with customized recommendations.
- Perform residential installations of showerheads, LED bulbs, and other simple efficiency items.
- Coordinate with Program Manager and Northern Rural Energy Network partners on program development and implementation.
- Ensure projects meet all program requirements.
- Build and maintain relationships with customers, team, partners, consultants, and contractors.
- Perform project reviews of rebate projects before payment.
- Program reporting and coordination through the use of a database, various forms, and productivity software.
- Additional roles may include staff supervision and additional program implementation duties.

(Duties illustrative and are subject to change)



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The successful applicant will have a combination of all or some of the following:

- Commitment to reduce greenhouse gas emissions through energy efficiency and electrification.
- Project management, construction management, or building inspection experience.
- Experience performing energy audits for homes, businesses, and/or public facilities.
- Ability to use ladders and hand tools for performing energy assessments and installations of simple efficiency items.
- Ability to communicate the value of energy efficiency and electrification to the general public.
- Technical knowledge of heat pumps, heat pump water heaters, and building systems.
- Ability to comprehend and apply guidance in technical workpapers to projects.
- Professional attitude, effective communication, and the ability to explain complex technical requirements in layperson terms.
- Ability to build and maintain relationships with customers, team, partners, consultants, and contractors.
- Ability to take initiative, self-learn, and firmly uphold program requirements.
- Ability to maintain accurate and timely program reporting.
- Experience with MS Word/ Excel and Salesforce-based databases (or equivalents).
- Experience with energy efficiency programs funded under the auspices of the California Public Utilities Commission.

(See the Position Description for the Minimum Qualifications and Essential Requirements)

Relevant professional certifications may include: Building Performance Institute (BPI) Building Science Principles, BPI Building Analyst Technician, Construction Manager, Project Manager, Project Management Professional, or Home Inspector.

Candidates selected for the position who do not already possess the certifications below will be expected to meet the following requirements after hire:

- **BPI Building Science Principles Certification:** Must be obtained within three (3) months of hire.
- **Project Management Training:** Must complete the Ultimate Project Manager training series within three (3) months of hire (for candidates with less than 3 years of project management experience)

Well-qualified applicants with limited energy efficiency experience will be considered.

If you prioritize working for an organization that focuses on community service, fosters a team atmosphere, and supports enterprising approaches you may be a great addition to the team.



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Work Schedule & Benefits:

This position is a non-exempt full-time assignment, scheduled for 40 hours per week. Hours are 8:30 am-5 pm Monday through Friday. This position will perform most of their work at RCEA's central office location in Eureka, CA, and residential customer sites throughout Humboldt County. The Non-Residential Analyst will also perform some work with partners in Mendocino and Lake Counties. Some work-related travel may be required. The ability to travel between work locations using a reliable form of transportation is necessary.

All full-time positions enjoy RCEA's benefit package which includes employer paid medical, dental, vision insurance (RCEA pays the full premium for single coverage, with 50% share for 2-party and families), employer sponsored EAP and \$25,000 Life Insurance, paid vacation (starting at 15 days/year), sick leave (8 hours/month), 15 annual paid holidays, \$4,000 401(a) Employer contribution with up to 7% employee match, and voluntary 457(b) deferred compensation plan.

Application Instructions:

Applicants must submit an RCEA Employment Application, Resume, and response to Supplemental Questions to RCEA, 633 3rd Street, Eureka CA 95501, or to hr@redwoodenergy.org. Attn: Energy Analyst, position #298. Incomplete application packages are subject to immediate disqualification. Application and supplemental questionnaire are available at <https://redwoodenergy.org/employment/>.

Application Deadline:

This position is open until filled. **First review of applications will be 2/16/26, with additional reviews every Monday.**

About RCEA:

RCEA is a local government joint powers agency established in 2003, located in Eureka, California. RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient, and renewable resources available in the region. RCEA launched a Community Choice Energy program in 2017 to procure electricity for Humboldt County residents and businesses. In 2025, RCEA launched the Northern Rural Energy Network (NREN) to bring additional energy efficiency programs to rural Northern California including Humboldt and 16 other counties. This position will focus on NREN services and is funded through NREN.



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EQUAL EMPLOYMENT OPPORTUNITY/EMPLOYMENT ELIGIBILITY

The Redwood Coast Energy Authority is committed to a diverse workforce and is an equal opportunity employer. RCEA maintains and promotes a policy of nondiscrimination and anti-harassment based on race, religion or religious creed, color, age, sex, gender, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws in its process of recruitment, selection, promotion, or other conditions of employment.

Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office (hr@redwoodenergy.org, or 707-269-1700 x318).

All potential RCEA employees must complete a required background clearance and have a satisfactory driving record (if required to drive for RCEA business).

In accordance with the Immigration Reform Act of 1986, RCEA must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.

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