



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>RENEWABLE ENERGY ANALYST</b>	<b>35</b>	<b>B</b>	<b>7.760</b>

Under general direction, the Renewable Energy Analyst is responsible for participating with management in the planning, development and implementation of renewable energy programs for use by government entities and/or public utilities.

Participate in developing, reviewing, evaluating and recommending implementation or adoption of policies and regulations regarding renewable energy development and use; assist in developing the annual State Energy Program (SEP) plan and annual federal and State energy reports for renewable energy; develop and implement best practice standards for the benefit of renewable energy industries and programs.

Coordinate the renewable energy permitting process; assist renewable energy developers in preparing industrial revenue bond applications; coordinate efforts between the Energy Office and other State, local and federal offices and agencies that promote, fund, administer or operate renewable energy activities and programs; prepare, monitor, review and submit federal, State, and private grant applications related to renewable energy.

Develop and maintain the permitting web page; develop and implement a renewable energy programs system to serve State residents in need of assistance; provide public information on renewable energy programs and projects.

Research federal and other states' laws, regulations, and policies related to renewable energy development and practices; assist in reviewing and evaluating alternative sources of energy and possible effects on the State's energy supply and demand; assist in preparing and implementing a comprehensive energy plan for promotion of renewable energy; review and analyze proposed legislation and advise management regarding the impact or potential impact.

Prepare and submit quarterly reports for grants and other reports as required; manage, monitor, and evaluate renewable energy grant programs and associated progress; ensure compliance with federal and State regulations.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

A valid driver's license is required at time of appointment and as a condition of continuing employment.

**EDUCATION AND EXPERIENCE:** Bachelor's degree in a physical science, engineering, business administration or other relevant field and two years of professional experience in legal research and document preparation and/or in resource law, business law, and environmental law; OR an equivalent combination of education and experience. *(See Special Requirement)*

**MINIMUM QUALIFICATIONS** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** resource law, business law, environmental law. **Ability to:** read, write, interpret, explain and apply legal and technical documents; establish and maintain positive working relationships with others; coordinate formal meeting processes and program activities. **Skill in:** written English sufficient to compose reports, prepare grant applications and legal documents using correct English grammar, spelling and punctuation.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** federal and State energy regulations; principles and processes of program planning and evaluation; policy analysis regarding renewable energy resources and technologies; renewable energy resources; State and national energy use, consumption trends and regulatory policies and programs; grants and contract management requirements. **Ability to:** interpret laws, regulations and procedures pertinent to renewable resource programs; explain grant processes, actions, policies and procedures; conduct cost/benefit analysis. **Skill in:** preparing draft legislation and regulations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.760

ESTABLISHED: 1/31/08R  
12/24/08UC