



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#08-14

January 16, 2014

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes please send your written notification to Peter Long at plong@admin.nv.gov no later than February 20, 2014.

If no written objections are received in this office by February 20, 2014, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:lf/ka/tp



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>
ENERGY PROGRAMS MANAGER	41	B	7.758

~~[Under the direction of the Nevada State Office of Energy (NSOE) Director]~~ *Within the Governor's Office of Energy (GOE)*, Energy Program Managers plan, organize, coordinate, administer, *direct* and evaluate *complex statewide energy* programs and activities *to ensure compliance with State and federal laws and regulations*. ~~[under the American Recovery and Reinvestment Act (ARRA) of 2009. The Act seeks to provide funding for energy efficiency and conservation and renewable energy projects to enhance the environment and increase energy independence for the State.]~~

Establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory and ~~[NSOE]~~ *GOE* requirements; develop work plans, budgets and applications for federal grants in accordance with applicable laws and regulations; review and approve invoices and travel claims for payment to ensure spending is in accordance with State and federal requirements and authorization levels; *and conduct on-site visits to projects to ensure progress and compliance*.

Provide programmatic direction and guidance to effectively achieve objectives and strategies; develop, implement and provide day-to-day oversight of assigned program and project areas; direct subordinates in the execution of strategies to attain goals and objectives.

~~[Plan, organize and direct complex statewide energy programs to ensure compliance with State and federal laws and regulations within the ARRA program.]~~

~~[Provide input to budget development for ARRA energy programs; assess operational needs and cost factors; manage expenditures to ensure that they do not exceed budgets or revenue.]~~

Train, supervise and evaluate the performance of professional, technical and support staff; assign and review work; provide guidance and training; monitor and evaluate progress on projects; and provide counseling and discipline as required.

~~[Review]~~ *Assist in the preparation of* grant applications and oversee preparation of interim and final reports to funding agencies; *develop public and private partnerships to encourage support for funding energy efficiency and conservation programs at the State and local levels*.

~~[Develop public and private partnerships to encourage support for funding energy efficiency and conservation programs at the State and local levels.]~~

~~[Conduct on-site visits to projects to ensure progress and compliance with the ARRA funding requirements.]~~

Plan and coordinate activities and projects with other agencies, public and private organizations and industry representatives; write requests for proposals and facilitate selection committees; ~~[develop site-specific budgets and design public education components for each project.]~~ *represent GOE at various hearings, meetings and conferences to provide information and answer questions pertaining to federal and State regulations and GOE policies, procedures and programs; provide technical assistance to various committees and groups; and serve on regional and national oversight boards and committees*.

~~[Represent NSOE at various hearings, meetings, and conferences to provide information and answer questions pertaining to federal and State regulations and NSOE policies, procedures and programs; provide technical assistance to various committees and groups; serve on regional and national oversight boards and committees.]~~

Prepare informational materials to assist the [NSOE] *GOE* Director in developing agency policies, procedures and guidelines; provide technical information for public information campaigns and marketing strategies for assigned programs and projects.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * *Positions may require specialized education and/or experience which will be identified by the agency at the time of recruitment.*
- * *Some positions may require specialized certification specific to the program assigned and will be identified at the time of recruitment.*

SPECIAL REQUIREMENT:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

ENERGY PROGRAMS MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university *in any field* [~~in a natural or physical science, engineering, or energy-related field~~] and five years of [~~increasingly responsible~~] experience which include[s] the planning, design, administration and evaluation of energy programs and projects, fiscal management, and strategic planning. Two years of the experience must have been in a supervisory capacity. **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: theories, principles, techniques and practices applicable to the administration and implementation of energy efficiency and conservation programs or renewable energy programs; budget preparation and fiscal management; strategic planning processes; [~~and group facilitation methods;~~] supervisory and management practices to include delegation, performance appraisal, and discipline; [~~preparation and research of grant proposals to government agencies, foundations and private funding institutions;~~] public and private funding sources; [~~fund raising and~~] advocacy techniques. **General knowledge of:** governmental and legislative procedures. **Ability to:** implement the mission, goals and objectives for the [NSOE] *GOE*; [~~with guidance from the Director;~~] plan, design, administer and evaluate energy-related programs and projects; establish and maintain positive working relationships with agency management, staff, local and federal officials, and the general public; communicate effectively both orally and in writing; prepare [~~input and review of legislative bill draft requests;~~] technical and fiscal reports, professional papers, program guidelines and other materials and publications to include issues of public policy, economic impact and related areas.

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

Working knowledge of: agency policies, procedures and guidelines; public sector administration to include budget preparation, fiscal management and governmental and legislative procedures. **Ability to:** develop cooperative partnerships with local, State, regional and federal agencies and with non-profit and private sector organizations; *prepare and research grant proposals to government agencies, foundations and private funding institutions; prepare input and review legislative bill draft requests;* represent [NSOE] *GOE* and the State on boards and committees of State, regional and national organizations.

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.

7.758

ESTABLISHED: 9/21/09UC

REVISED: 2/20/14UC

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #10-14**
Posting Expires: **February 20, 2014**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.758	Energy Programs Manager	41 B	7.758	Energy Programs Manager	41 B

Basis for Recommendation

The Nevada State Energy Office, Governor's Office of Energy Conservation has requested modification to the Energy Programs Manager series in order to recognize that the American Recovery and Reinvestment Act (ARRA) of 2009 should no longer be included in the class specification. In consultation with a Subject Matter Expert from the specified division it was determined that all mention of the American Recovery and Reinvestment Act (ARRA) of 2009 be removed from the class specification.

Also, the division requested that the Bachelor's degree requirement be open to include any field, as energy conservation degree programs are an emerging area of study that are currently not attached to any one collegiate School. An informational note was added to the minimum qualifications to allow for specialized education and/or experience to be identified by the agency at the time of recruitment. Another informational note was added to allow for specialized certification specific to the program assigned that would also be identified at the time of recruitment. As the field of energy conservation grows and becomes more defined, these informational notes will allow the agency to recruit for specific program areas (solar, wind, geothermal, conservation, etc.) within the division.

Throughout the process, management within the division participated in the process by offering recommendations and reviewing changes as the process progressed. The Deputy Director for the Energy Office reviewed the final proposed class specifications and supports this recommendation.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by February 20, 2014. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment, Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: January 16, 2014