



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>
RENEWABLE ENERGY ANALYST	35	B	7.760

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 federal, State, and local 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.

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 as described above. *(See Special Requirement)*

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.

MINIMUM QUALIFICATIONS (cont'd)

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