



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#23-18

May 17, 2018

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – ENERGY PROGRAMS
MANAGER

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 Beverly Ghan at bghan@admin.nv.gov no later than June 18, 2018.

If no written objections are received in this office by June 18, 2018, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #20-18**
Posting Expires: **June 18, 2018**

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	<i>7.758</i>	<i>Energy Programs Manager</i>	<i>41</i>	<i>B</i>

Basis for Recommendation

The Governor's Office of Energy and the Recruitment Unit of the Division of Human Resource Management requested a review of the Minimum Qualifications for the Energy Programs Manager class specification.

In consultation with Subject Matter Experts (SME) from the Governor's Office of Energy and Analysts within the Division of Human Resource Management, it is recommended that the Education and Experience section of the Minimum Qualifications be amended to clarify experience required and to allow for internal State equivalencies. It is also recommended that minor revisions be made to the series concept and the Entry Level Knowledge, Skills and Abilities to account for the recommended amendments.

These changes will allow for greater flexibility in the recruitment process and a more robust pool of applicants, both externally and internally.

Throughout the review, management staff within the Department and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes to the class specifications are noted as follows: additions in blue and deletions in red.

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 June 18, 2018. Objections should be addressed to Beverly Ghan, 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: May 17, 2018



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

Within the Governor’s Office of Energy (GOE), Energy Programs Managers plan, organize, coordinate, administer, direct and evaluate complex statewide energy programs and activities to ensure compliance with State and federal laws and regulations.

Establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory and 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.

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.

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.

Plan and coordinate activities and projects with other agencies, public and private organizations and industry representatives; write requests for proposals and facilitate selection committees; 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.

Prepare informational materials to assist the 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 NOTES:

- * 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~~] and [~~five~~] *four* years of *professional* experience [~~which includes~~] *to include one or more of the following: the planning, design, administration and evaluation of energy programs and/or projects; fiscal management to include budget development, implementation and monitoring, two years of which was equivalent to a Management Analyst III in Nevada State service; or grant development and oversight to include grant writing, monitoring and ensuring compliance with grant deliverables, two years of which was equivalent to a Grants & Projects Analyst III in Nevada State service; OR one year of experience as an Energy Efficiency Manager, Energy Efficiency Specialist, or State Public Works Energy Efficiency Specialist in Nevada State service; OR two years of experience as an Energy Outreach Coordinator in Nevada State service; OR two years of experience as a Management Analyst III in Nevada State service performing duties as described above for an energy program; OR three years of experience as a Renewable Energy Analyst in Nevada State service; [and strategic planning. Two years of the experience must have been in a supervisory capacity.] OR an equivalent combination of education and experience as described above. (See Special Requirement and Informational Notes)*

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; [~~supervisory and management practices to include delegation, performance appraisal, and discipline;~~] public and private funding sources; advocacy techniques. **General knowledge of:** *theories, principles, techniques and practices applicable to the administration and implementation of energy efficiency and conservation programs and/or projects or renewable energy programs and/or projects;* governmental and legislative procedures. **Ability to:** implement the mission, goals and objectives for the GOE; 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 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 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
REVISED: 6/18/18UC