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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 10-21

June 2, 2021

TO: DHRM Listserv Recipients

FROM: Frank Richardson, Interim Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CLIMATE AND ENERGY SPECIALIST

Attached are revised 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 Deputy Administrator Beverly Ghan at bgghan@admin.nv.gov no later than June 30, 2021.

If no written objections are received in this office by June 30, 2021, 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 #05-21
Posting Expires: June 30, 2021

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
6.766	Energy Efficiency Specialist	39	B	<i>6.766</i>	<i>Climate and Energy Specialist</i>	<i>39</i>	<i>B</i>

Basis for Recommendation

At the request of the Governor's Energy Office a review was conducted on the Energy Efficiency Specialist class specification. It was determined that modifications to the existing class specification be made to account for additional representative job duties that are more reflective of the class.

It is recommended that the existing class title be changed from Energy Efficiency Specialist to Climate and Energy Specialist as the new title matches the primary purpose of the class which is to plan, organize, and implement programs to include land use and siting for renewable energy development, climate policy, electricity markets, and promoting efforts to reduce energy consumption and the State's carbon footprint.

In addition, the representative job duties that were no longer expected of the class were removed and existing duties were amended to include responsibilities related to sustainability, renewable energy, and climate policy. As a result of these changes, a minor change was made to the Entry Level Knowledge, Skills, and Abilities.

Lastly, the Informational Notes were amended to include the requirement of Certification as a Sustainability Excellence Professional or Sustainability Excellence Associate issued by the US Green Building Council's, Green Business Certification, Incorporated within six months of appointment. This requirement replaces the previous Building Performance Institute (BPI) certification.

Throughout the process management staff within the Governor's Energy Office and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

Changes to the class specification 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by June 30, 2021. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: June 2, 2021



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>
<i>CLIMATE AND ENERGY</i> [EFFICIENCY] SPECIALIST	39	B	6.766

Under the direction of the Governor's Office of Energy, Energy Program Manager, the *Climate and Energy* [~~Efficiency~~] Specialist plans, organizes, and implements Energy Office programs, including *land use and siting for renewable energy development, climate policy, electricity markets*, [~~implementing energy codes statewide, tracking of energy use in state-owned buildings,~~] and promoting efforts to reduce energy consumption *and the State's carbon footprint*. [~~throughout the state.~~]

[~~Provide quality assurance/quality control of energy efficiency upgrades for homeowners and non-residential building owners; conduct contractor recruitment and training, creating and maintaining a list of qualified contractors and auditors; guide homeowners and non-residential building owners through the process and identify financing options for homeowners and building owners to pay for their upgrades.~~]

Provide local governments, *industry, and stakeholders* with information, educational resources, and technical assistance relating to *responsible development of Nevada's natural resources, climate policy, and innovative energy projects*. [~~performance contracts to implement operating cost-savings measures.~~]

Establish and promote energy awareness, *sustainability efforts* and conservation *policy* programs; *may* assist in the creation and serve as the coordinator for a statewide energy team with the goal of reducing energy consumption *and the State's carbon footprint* in state-owned *and private* buildings; apply analytical and evaluation criteria to conduct energy studies; establish energy optimization protocols and programs; and *establish land use and siting plans to further renewable energy and transmission development*. [~~track the use of energy in buildings owned by the state in a manner consistent with NRS 701.215 and 701.218.~~]

[~~Evaluate historic and current energy consumption data and utility charges for state-owned buildings; establish utility usage benchmarks for state-owned buildings; develop benchmark energy savings targets and objectives; monitor energy usage against targets and objectives; and identify and implement corrective measures for non-compliant facilities.~~]

May [~~C~~] conduct facility site visits; perform technical energy studies and audits of facilities to identify energy savings opportunities; outline energy saving goals; recommend improvement measures to equipment to minimize energy costs; advise state facilities managers on energy conservation methods/procedures and recommend field improvement measures; prepare periodic energy management performance updates for management.

Assist *the* Energy Program Manager in *drafting and* implementing energy *policy, sustainability strategies; assist in convening federal entities, public agencies, and private stakeholders to establish procedures and improvements pertaining to land use and siting*. [~~codes including workshops and public hearings to adopt regulations and assisting in organizing training opportunities.~~]

Work with the Grants & [~~Projects Analyst~~] *Fiscal Staff* in the Governor's Office of Energy to research and submit grant applications to secure federal/private funding to reduce energy consumption throughout the state or other related energy or fuel efficiency matters.

May train, supervise and evaluate the performance of professional, technical and support staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**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.

INFORMATIONAL NOTES:

- * ~~[Building Performance Institute (BPI) Certification is required within six months of appointment.]~~
- * Leadership in Energy and Environmental Design (LEED) and/or other certification(s) may be required by appointing authority.
- * *Certification as a Sustainability Excellence Professional or Sustainability Excellence Associate issued by the US Green Building Council's, Green Business Certification, Incorporated is required within six months of appointment.*

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a natural or physical science, engineering, or energy-related field and three years of *professional* experience which includes the planning, design, administration and evaluation of energy programs and projects; **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: principles and practices associated with *climate policy, sustainability, land use and siting, and* energy conservation; computer software programs necessary to complete job assignments. **General knowledge of:** ~~[energy life cycle cost and life cycle of equipment and materials;]~~ federal, State and local energy mandates. ~~[-building energy codes.]~~ **Ability to:** read and understand energy-related information from plans, drawings, specifications, manuals, correspondence, reports, graphs and memos; research new technologies, products, and industry trends; conduct and analyze energy audits; communicate ideas and findings; develop and evaluate options and implement solutions; review and analyze written and computerized data to solve problems related to energy efficiency and energy consumption; facilitate discussions and develop materials for stakeholders, statewide energy team members and others in an organized and effective manner; establish and maintain positive working relationships with agency management and staff; serve as a *subject matter expert and* technical resource on ~~[operating efficiency,]~~ energy *development and siting, [consumption,]* energy conservation savings and energy strategies; communicate both orally and in writing using appropriate vocabulary and grammar to obtain and provide information, explain policies and procedures, and write reports and other technical documents; understand and perform statistical computations; operate personal computers.

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

Working knowledge of: creating and writing Requests for Proposals (RFPs) for a variety of energy-related projects; understanding and utilizing project management methods and techniques; assisting with grant proposals to government agencies, foundations and private funding institutions; identifying public and private funding sources; understanding state purchasing requirements and regulations. **Ability to:** seek out and write RFPs; plan, design, administer and evaluate energy-related programs and projects; perform effectively with frequent interruptions and/or distractions; and set priorities which accurately reflect the relative importance of the job responsibilities.

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.

6.766

ESTABLISHED: 2/25/14R

5/02/14UC

REVISED: 06/30/21UC