

Steve Sisolak  
Governor



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Director

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Deputy Director

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Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR# 30-22**

June 8, 2022

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – CLIMATE AND ENERGY SPECIALIST

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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 [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than July 7, 2022.

If no written objections are received in this office by July 7, 2022, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

TO: Frank Richardson, Administrator  
Division of Human Resource Management

FROM: Beverly Ghan, Deputy Administrator  
Division of Human Resource Management  
Compensation, Classification & Recruitment Section

DATE: June 8, 2022

SUBJECT: INDIVIDUAL CLASSIFICATION STUDY – CLIMATE AND ENERGY SPECIALIST

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It is recommended the following class **be revised** effective: **Upon Expiration of UCA Posting**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.766	Climate and Energy Specialist	39	B	<i>6.766</i>	<i>Climate and Energy Specialist</i>	<i>39</i>	<i>B</i>

***Basis for Recommendation***

The Governor’s Energy Office has requested a minor modification to the Climate and Energy Specialist representative job duties to reflect responsibilities related to transmission planning and development.

As such, and in consultation with Subject Matter Experts from the Governor’s Energy Office and analysts within the Division of Human Resource Management (DHRM), it is recommended that the class specification be amended to include verbiage relative to transmission planning and development within the representative job duties.

The Climate and Energy Specialist plans, organizes, and implements Energy Office programs, including land use and siting for renewable energy development, climate policy, transmission planning, electricity markets, and promoting efforts to reduce energy consumption and the State’s carbon footprint.

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

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



**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>CLIMATE AND ENERGY SPECIALIST</b>	<b>39</b>	<b>B</b>	<b>6.766</b>

Under the direction of the Governor’s Office of Energy, Energy Program Manager, the Climate and Energy Specialist plans, organizes, and implements Energy Office programs, including land use and siting for renewable energy development, climate policy, *transmission planning*, electricity markets, and promoting efforts to reduce energy consumption and the State’s carbon footprint.

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.

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; *apply analysis to land use and market design plans and initiatives to further renewable energy and transmission development*; and establish land use and siting plans to further renewable energy and transmission development.

May 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, *transmission planning, and electricity markets development*.

Work with the Grants & 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.

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**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.

## MINIMUM QUALIFICATIONS (cont'd)

**INFORMATIONAL NOTES:**

- \* 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 climate and/or 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:** federal, State, and local energy mandates. **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 energy development and siting, 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

5/2/14UC

REVISED: 6/30/21UC

**REVISED:** **X/XXXUC**