



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #67/08**  
November 24, 2008

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

**FROM:** Teresa J. Thienhaus, Director  
Department of Personnel

A handwritten signature in cursive script, reading "T. Thienhaus".

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than December 24, 2008.

If no written objections are received in this office by December 24, 2008, 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: 04-09  
Posting Expires: December 24, 2008

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

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		7.760	Renewable Energy Analyst	35 B

## **EXPLANATION OF CHANGE**

The Office of Energy requests that the Department of Personnel establish a new class titled Renewable Energy Analyst. This position participates in the planning, development and implementation of renewable energy programs, assists in developing the State Energy Program, and is responsible for coordinating the efforts of many offices and agencies that promote, fund and administer renewable energy activities.

It is recommended the Renewable Energy Analyst be placed in the Actuarial/Research/Grants Analysis subgroup of the Fiscal Management & Staff Services occupational group. It is also recommended that this class be allocated at grade 35, to align with Grants & Projects Analyst II. Positions in that class have responsibility for monitoring, preparing, reviewing and submitting federal, State, and private grant applications; preparing and submitting budgets and quarterly reports for grants; and managing, monitoring, and evaluating programs. This position will prepare, submit and manage grants related to renewable energy, and in addition, will coordinate the renewable energy permitting and bond application processes.

During this review, the Department of Personnel worked closely with the Director of the Nevada State Office of Energy who assisted in developing the class specification.

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The formal recommendations and specifications are on file with the Director of Personnel. 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) 684-0110.

**Objections to the proposed change(s) must be received in writing by December 24, 2008**  
Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: November 24, 2008**



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>RENEWABLE ENERGY ANALYST</b>	<b>35</b>	<b>B</b>	<b>7.760</b>

*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 State, local and federal 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.*

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**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. (See Special Requirement)*

**MINIMUM QUALIFICATIONS (cont'd)****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.*

**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  
12/26/08UC