



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Room 101 | Carson City, Nevada 89701  
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**MEMORANDUM**  
**HR#28-14**

April 01, 2014

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

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

**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 regarding these changes, please send your written notification to Peter Long at [plong@admin.nv.gov](mailto:plong@admin.nv.gov) no later than May 02, 2014.

If no written objections are received in this office by May 02, 2014, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:kh/lf/tp

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #20-14  
Posting Expires: May 02, 2014

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
	<i>NEW</i>		6.766	<i>Energy Efficiency Specialist</i>	39 B

## *Basis for Recommendation*

As a result of an Individual Study (NPD-19), Human Resource Management has recommended establishing a new class titled Energy Efficiency Specialist.

This is a single-position class under the direction of the Energy Programs Manager in the Governor's Office of Energy. The incumbent plans, organizes and implements Energy Office programs, including implementing energy codes statewide, tracking of energy use in state-owned buildings, and promoting efforts to reduce energy consumption throughout the state. The incumbent also provides quality assurance/quality control of energy efficiency upgrades for homeowners and non-residential building owners; provides local governments with information, educational resources, and technical assistance relating to performance contracts to implement operating cost-savings measures; establishes and promotes energy awareness and conservation programs; establishes energy optimization protocols and programs; and tracks the use of energy in buildings owned by the state in a manner consistent with NRS 701.215 and 701.218. They also evaluate historic and current energy consumption data and utility charges for state-owned buildings; conduct facility site visits; perform technical energy studies and audits of facilities to identify energy savings opportunities; assist the Energy Program Manager in implementing energy codes including workshops and public hearings to adopt regulations and assisting in organizing training opportunities; and works with the Grants & Projects Analyst 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.

It is recommended that the Energy Efficiency Specialist be allocated at grade 39 and placed in the Engineering & Allied Occupational Group, Construction subgroup. During this review, Human Resource Management worked closely with staff from Governor's Office of Energy who assisted in developing the class specification.

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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 May 02, 2014.** Objections should be addressed to Peter Long, 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: April 01, 2014**



**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>ENERGY EFFICIENCY 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 Energy Efficiency Specialist plans, organizes and implements Energy Office programs, including implementing energy codes statewide, tracking of energy use in state-owned buildings, and promoting efforts to reduce energy consumption 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 with information, educational resources, and technical assistance relating to performance contracts to implement operating cost-savings measures.*

*Establish and promote energy awareness and conservation programs; assist in the creation and serve as the coordinator for a statewide energy team with the goal of reducing energy consumption in state-owned buildings; apply analytical and evaluation criteria to conduct energy studies; establish energy optimization protocols and programs; and 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.*

*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 Energy Program Manager in implementing energy codes including workshops and public hearings to adopt regulations and assisting in organizing training opportunities.*

*Work with the Grants & Projects Analyst 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 is required at the time of appointment and as a condition of continuing employment.*

### INFORMATIONAL NOTE:

- \* *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.*

**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 experience which includes the planning, design, administration and evaluation of energy programs and projects; OR an equivalent combination of education and experience.*

### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

*Working knowledge of: principles and practices associated with 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 technical resource on operating efficiency, energy 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:** 5/02/14UC