



**STATE OF NEVADA DEPARTMENT
OF ADMINISTRATION *Division of*
*Human Resource Management***

209 E. Musser Street, Room 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0122

MEMORANDUM
HR#26-15

June 5, 2015

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

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 no later than July 07, 2015.

If no written objections are received in this office by July 07, 2015, 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 #21-15**
Posting Expires: **July 07, 2015**

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	EE0-4
	<i>New</i>			6.769	<i>State Public Works Energy Efficiency Specialist</i>	39	B

Basis for Recommendation

At the request of the State Public Works Division, and in order to optimize operation efficiencies by combining resources and experience, Human Resource Management recommends establishing a new class titled State Public Works Energy Efficiency Specialist.

This is a single-position class under the direction of the Deputy Administrator of Buildings and Grounds. The incumbent conducts facility site visits; performs technical energy studies and audits of facilities to identify energy savings opportunities; analyzes the infrastructure of B&G facilities to include electrical, mechanical, HVAC/R, control, water, wastewater, solid waste, irrigation and lighting systems. They also evaluate historic and present energy consumption data; apply forecasting and analytical techniques to calculate and project future energy costs; establish utility usage benchmarks for each B&G facility; outline benchmarks, energy savings targets and objectives; and monitor energy usage against targets and objectives. Additionally, the incumbent develops and compiles energy reports on all utility costs and consumption; prepares periodic energy management performance updates for management; advises personnel on proper operation of energy control systems, energy conservation methods/procedures, and recommends field improvement measures; and establishes and promotes energy awareness and conservation programs.

It is recommended that the State Public Works 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 State Public Works who assisted in developing the class specification and supports the new class specification.

Note: Changes, additions and/or deletions on the class specification are noted 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 July 07, 2015. 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: June 05, 2015



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>
STATE PUBLIC WORKS ENERGY EFFICIENCY SPECIALIST	39	B	6.769

The State Public Works Energy Efficiency Specialist plans, organizes and implements the Department of Administration, Buildings and Grounds (B&G), Energy Efficiency Program.

Conduct facility site visits; perform technical energy studies and audits of facilities to identify energy savings opportunities; analyze the infrastructure of B&G facilities to include electrical, mechanical, HVAC/R, control, water, wastewater, solid waste, irrigation and lighting systems; recommend improvement measures to equipment and components to minimize energy costs. Conduct energy audits of all B&G buildings and provide technical assistance; outline energy saving goals; apply analytical and evaluation methods to conduct energy studies; provide equipment and operational recommendations; forecast future energy costs and prepare reports on energy consumption and utility charges; establish energy optimization protocols and programs; and operate a utility management software system.

Evaluate historic and present energy consumption data; apply forecasting and analytical techniques to calculate and project future energy costs; establish utility usage benchmarks for each B&G facility; outline benchmarks, energy savings targets and objectives; monitor energy usage against targets and objectives; identify and implement corrective measures for non-compliant facilities. Monitor facility automation systems to ensure all system set points to achieve optimum energy savings; perform energy modeling, measurement, verification, commissioning, or retro-commissioning; oversee design or construction aspects related to energy such as energy engineering, energy management, and sustainable design.

Develop and compile energy reports on all utility costs and consumption; prepare periodic energy management performance updates for management. Advise personnel on proper operation of energy control systems, energy conservation methods/procedures, and recommend field improvement measures. Establish and promote energy awareness and conservation programs; develop energy conservation educational materials; conduct training and education of B&G staff on maintenance of all mechanical and electrical equipment. Research, develop, and prepare grant applications to secure federal/private funding for State and/or State-sponsored programs including writing/amending program descriptions and compiling required financial and statistical data.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * *Incumbents who do not currently possess certification as a Certified Energy Auditor, must obtain certification with 12 months of appointment. Certification must be maintained as a condition of employment. Those incumbents currently possessing certification as a Certified Energy Manager will not have to obtain certification as a Certified Energy Auditor.*
- * *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: *Certification by the Association of Energy Engineers as a Certified Energy Auditor; OR Certification by the Association of Energy Engineers as a Certified Energy Manager; OR Bachelor's degree from an accredited college or university in engineering or architecture and three years of experience in energy auditing, energy management, or facility management; OR licensure as a Professional Engineer or Registered Architect and three years of experience as described above; OR a Bachelor's degree from an accredited college or university in engineering or closely related engineering field, and four years of experience as described above; OR Associate's degree from an accredited college or university in engineering or closely related engineering field, and five years of experience as described above; OR ten years of experience as described above. (See Informational Notes)*

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

Working knowledge of: engineering principles and practices; practical application of engineering science and technology; principles and practices associated with energy conservation; materials and methods involved in the construction of buildings; HVAC/R designs and troubleshooting for central plants, package units, roof top units, and other mechanical and thermal systems; engineering principles and practices associated with the construction, maintenance and repair of buildings; computer software programs necessary to complete job assignments; mechanical plant maintenance, HVAC/R energy management systems, Leadership in Energy and Environmental Design (LEED) energy design and engineering principles; HVAC/R technologies to include alternate fuels, alternate power generation, and alternate heat generation methods. General knowledge of: energy life-cycle cost and life-cycle of equipment and materials; federal, State and local energy mandates; international building, mechanical and energy codes. Ability to: make logical engineering judgments and decisions; read and understand engineering information from plans, drawings, specifications, manuals, correspondence, reports, graphs and memos; analyze HVAC/R needs of numerous facilities and develop cost-effective recommendations regarding system enhancements for energy conservation; research new technologies, products, and industry trends; conduct and analyze energy audits; communicate ideas and findings; develop and evaluate options and implement solutions; serve as a technical resource on operating efficiency, energy consumption, energy conservation savings and energy strategies; review and analyze written and computerized data to solve problems related to equipment efficiency and energy consumption; communicate orally using appropriate vocabulary and grammar to obtain and provide information and explain policies and procedures; write reports and other technical documents; understand and perform statistical computations; operate personal computers and associated engineering software.

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

Working knowledge of: creating and writing requests for proposal (RFP's) for a variety of energy related projects; project management methods and techniques; preparation and research of grant proposals to government agencies, foundations and private funding institutions; public and private funding sources; State purchasing requirements and regulations; applicable sections of State Rules for Personnel Administration. Ability to: seek out and write RFP's for grants; plan, design, administer and evaluate energy-related programs and projects; establish and maintain positive working relationships with agency management and staff; perform effectively with frequent interruptions and/or distractions; 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.

6.769

ESTABLISHED: 7/7/15UC