

46120 WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

ENERGY SPECIALIST 4

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: In the Department of General Administration, directs operations and supervises staff and is delegated division-wide responsibility for policy or planning or program funding activities; or is the designated technical authority; or manages all activities of the agency's field offices which conduct energy training and education programs.

Distinguishing Characteristics: Positions at this level report to the Energy Section Manager and are structured in one of three ways:

1. Positions have delegated division-wide management responsibility for policy development, planning, or program funding activities and supervise one or more full-time professional energy staff including at least one position at the Energy Specialist 3 level (or equivalent).

OR

2. As designated in writing by the appointing authority, serves as a technical authority.

OR

3. Manages the agency's field offices and supervises ten or more staff.

Typical Work

Plans, develops, manages, and coordinates multiple statewide or regional energy programs;

Coordinates and resolves conflicts of priority between staff, programs and activities;

Develops, implements, and monitors major State energy plans and programs;

Develops and monitors multiple major budgets;

Determines program priorities, objectives and work schedules;

Assists the Energy Section Manager with administrative and programmatic functions;

Analyzes and/or supervises the analysis of complex and multi-issue energy problems;

Develops policy related to program(s) or technical areas;

Represents agency and participates in scientific or professional local, State, regional and national meetings;

Develops and maintains cooperative relationships with local governments, professional associations and utilities;

Prepares proposals to the U.S. Department of Energy or Bonneville Power Administration or other entities for funding;

Plans, directs, organizes, supervises, and evaluates the work of other professional energy staff;

Conducts technical or scientific literature reviews;

Develops experimental designs and plans; selects sampling and analysis methodologies; conducts and/or supervises analyses; prepares and presents technical reports;

Serves on task forces related to areas of specialty;

Conducts workshops and seminars related to energy programs or fields of specialty;

Develops, negotiates, and monitors technical aspects of contracts with local governments, public and private entities;

Assesses resource (renewable or conservation) potential, technologies, and options for efficiency gains or renewable application, including economic and technical feasibility of programs or projects in specialty fields;

Provides technical assistance to clients undertaking renewable resource projects or projects increasing the efficiency of energy use;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: national and State energy programs including their application and intent; sources of energy funds and regulations controlling their use; principles or organization, administration and training; principles and techniques of public relations and public information; principles of business administration; socio/economic relationships among government agencies, industries and business; energy supply and usage patterns, energy policy analysis and formulation; local, State, and Federal legislation and regulations; analytic methods including mathematics, thermodynamics, economics, and statistics as they apply to the analysis of energy systems.

Ability to: develop, organize, and present speeches, demonstrations, educational courses and seminars; write clear, concise, and informative reports, letters, proposals, scopes of work, and requests for proposals; conceive and successfully promote interagency and intercompany agreements for operations in the energy and resource management fields; speak effectively before groups and obtain their voluntary cooperation; implement budget and fiscal management techniques; develop and coordinate concise and explicit energy plans and programs; analyze and coordinate energy activities at all levels of government, industry, and the private economy; logically and creatively utilize a variety of analytical and research techniques to resolve complex energy problems; develop and evaluate alternatives; analyze energy data and present ideas and information effectively.

Minimum Qualifications

A Bachelor's degree.

AND

Five years of professional experience coordinating, planning or analyzing the development, use or conservation of energy resources, two years of which were either in a supervisory or technical specialist capacity.

Professional level administrative, supervisory, teaching or training experience or technically oriented professional energy experience may be substituted, year for year, for education.

One year of graduate level education may be substituted for one year of the required nonsupervisory or nontechnical specialist experience.

New class: 7-15-88

Revised definition & distinguishing characteristics: 12-10-93

Revised definition & distinguishing characteristics: 5-9-01