

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Energy Analyst

SERIES NO.:

6697

MAJOR AGENCIES:

Ohio Department of Development only

EFFECTIVE DATE:

12/12/2004

SERIES PURPOSE:

The purpose of the energy research occupation is to research effectiveness & efficiency of energy programs.

At the first level, incumbents learn to & assist in evaluating efficiency of energy programs & assist in analyzing & improving new energy programs.

At the second level, incumbents act as program specialist & evaluate efficiency of energy programs & participate in developing new energy programs.

At the third level, incumbents develop new energy programs & assist management in development of state energy program policies & initiatives, research efficiency of energy programs &/or in addition to the following, acts as lead worker (i.e., provides work direction & training) over lower-level energy analysts & related energy staff.

This class is reserved for use by the Ohio Department of Development only.

CLASS TITLE

Energy Analyst 1

CLASS NUMBER

66971

PAY RANGE

29

EFFECTIVE

12/12/2004

CLASS CONCEPT:

The entry-level class works under general supervision & requires working knowledge of energy programs in order to learn to & assists in evaluating efficiency of energy programs & assist in analyzing & improving new energy programs in one or more of the following sectors: residential, commercial, industrial agricultural, educational, transportation or renewable energy.

CLASS TITLE

Energy Analyst 2

CLASS NUMBER

66972

PAY RANGE

32

EFFECTIVE

12/12/2004

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of energy programs in order to act as program specialist & evaluate efficiency of energy programs & participate in developing new energy programs in one or more of the following sectors: residential, commercial, industrial, agricultural, educational, transportation or renewable energy.

CLASS TITLE

Energy Program Developer

CLASS NUMBER

66973

PAY RANGE

33

EFFECTIVE

12/12/2004

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of energy programs in order to develop new energy programs & assist management in development of state energy program policies & initiatives, research efficiency of energy programs &/or in addition to the following, acts as lead worker (i.e., provides work direction & training) over lower-level energy analysts & related energy staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Energy Analyst 1	66971	14	12/12/2004	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Learns to & assists in evaluating efficiency of energy programs (e.g., Home Weatherization Assistance Program, Electric Partnership Program, State Energy Plan, Energy Loan Fund, & other) & assists in analyzing & improving new energy programs in one or more of the following sectors: residential, commercial, industrial agricultural, educational, transportation or renewable energy.

Assists in analyzing energy programs, availability of resources, program scope & accuracy of existing data; assists in conducting feasibility studies & formulates assumptions; assists in providing training &/or routine assistance (e.g., procurement, funding) & advice to grantees, government officials & public; assists in conducting on-site monitoring field visits of grantees to evaluate program effectiveness, inspects work of local shareholders/work crews/contractors &/or observes installation of equipment; assists in reviewing fiscal records, reports & requests for payment for compliance; assists in preparing technical reports, correspondence & monitoring reports regarding grantees & program activities; assists in updating & entering energy data on computer; assists in coordinating signature of & distribution of grant agreements & assists in determining when energy policies need modifications.

Assists in developing, conducting & attending energy training seminars & meetings; assists in maintaining records, data documentation & reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of energy programs or building technology (e.g., heating/ventilation/air conditioning, lighting, plumbing); governmental energy regulations & procedures*; business/public administration, political science, environmental/energy sciences or mechanical engineering. Skill in operation of computer*; calculator*; use of tools to inspect buildings in energy programs (e.g., blower door; infrared cameras; combustion analyzer; pressure gauges)*. Ability to review & interpret governmental energy regulations & programs; prepare technical reports & correspondence; prepare & deliver speeches to professional groups & general public; handle routine inquiries from public & government officials; cooperate with co-workers on group assignments.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration/public administration, political science, environmental/energy sciences or mechanical engineering; must be able to provide own transportation.

-Or 24 mos. trg. or 24 mos. exp. in evaluating/monitoring energy programs or building technology; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; field work may include working in confined spaces such as attics and crawlspaces, industrial plants &/or agricultural businesses/lands.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Energy Analyst 2	66972	14	12/12/2004	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as program specialist & evaluates efficiency of energy programs (e.g., Home Weatherization Assistance, Electric Partnership Program, State Energy Plan, Energy Loan Fund) & participates in developing new energy programs, policies & procedures for Division of Community Development in one or more of the following sectors: residential, commercial, industrial, agricultural, educational, transportation or renewable energy.

Analyzes energy programs, availability of resources, program scope & accuracy of existing data; conducts feasibility studies & formulates assumptions; provides training &/or technical assistance (e.g., procurement, funding, installation of materials, technologies &/or systems); troubleshoots & resolves complex issues arising from installation of materials, technologies & supplies (e.g., operates infrared diagnostic equipment to detect leakage in building structures to evaluate contractor installation of materials; devises alternative solutions to contractor installation defects such as increasing density of cellulose insulation; operates combustion analyzer to test gases from fossil fuel burning appliances such as fuel oil, natural gas, propane &/or kerosene); provides advice to grantees, government officials & general public; conducts on-site monitoring field visits of grantees to evaluate program effectiveness, inspects work of local shareholders/work crews/contractors for work quality & program performance &/or observes installation of equipment; reviews fiscal records, reports & requests for payment for compliance; prepares technical reports, correspondence & monitoring reports regarding grantees & program activities; updates & enters energy data on computer; coordinates signature of & distribution of grant amendments & assists in determining when energy policies need modifications.

Develops, conducts & attends energy training seminars & meetings; maintains records, data documentation & reports; collaborates regarding energy operations with various stake holders such as architectural firms, local school districts, industrial companies, federal officials, local governments, transportation officials, building contractors, local farmers, non-profits & other officials in energy community.

MAJOR WORKER CHARACTERISTICS:

Knowledge of energy programs or building technology (e.g., heating/ventilation/air conditioning, lighting, plumbing); governmental energy regulations & procedures*; business administration/public administration, political science, environmental/energy sciences or mechanical engineering. Skill in operation of computer; calculator; use of tools (e.g., blower door; infrared cameras; combustion analyzer; pressure gauges) to inspect buildings in energy programs. Ability to review & interpret governmental energy regulations & programs; write technical reports & correspondence; prepare & deliver speeches to professional groups & general public; handle technical inquiries from public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in environmental/energy sciences or mechanical engineering, business administration/public administration, political science, 12 mos. trg. or 12 mos. exp. in evaluating/monitoring &/or implementing energy programs commensurate with approved PD on file; must be able to provide own transportation.

-Or 36 mos. trg. or 36 mos. exp. in building technology or analyzing/monitoring energy programs commensurate with approved PD on file; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Positions assigned to residential sector require completion of Inspector Series courses within probationary period; or Tri-annual completion of Building Performance Institute (BPI) Certification Test for inspectors or Home Energy Rater Certificate.

UNUSUAL WORKING CONDITIONS:

Requires travel; field work may include working in confined spaces such as attics and crawlspaces, industrial plants &/or agricultural businesses/lands.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Energy Program Developer	66973	14	12/12/2004	33

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Develops new energy programs & assists management in development of state energy program policies & initiatives, researches efficiency of energy programs (e.g., Home Weatherization Assistance, Electric Partnership Program, State Energy Plan, Energy Loan Fund) &/or in addition to the following, acts as lead worker (i.e., provides work direction & training) over lower-level energy analysts & related energy staff.

Analyzes Ohio energy programs for compliance with regulatory requirements; coordinates (e.g., establish time frames) activities development & preparation of governmental funding plans, reports & manuals by staff; provides technical assistance to public, grantees, advisory committees & government officials; conducts on-site monitoring field visits of grantees to evaluate program effectiveness, inspects work of local stakeholders/work crews/contractors for work quality & program performance &/or observes installation of equipment; updates & enters energy data; designs forms on computer; attends & speaks at public hearings on energy programs; prepares educational & marketing tools; prepares speeches for specialized audiences; prepares funding proposals including required federal forms; designs new pilot energy programs, contracts, reports & forms; meets with grantees to evaluate program effectiveness; prepares energy program policies for compliance with regulatory requirements; prepares technical reports & correspondence.

Conducts or assists in conducting training programs, workshops or meetings for grantees, public or governmental agencies plans (e.g., site selection, logistics, speaker/presenter identification, agenda development, training materials, tracks registration) energy conferences for staff or interested groups; keeps abreast of current energy programs & topics; maintains energy program records; collaborates regarding energy operations with various shareholders such as architectural firms, local school districts, transportation officials, industrial companies, federal officials, building contractors, local farmers, USDA & other officials in energy community.

MAJOR WORKER CHARACTERISTICS:

Knowledge of energy programs or building technology (e.g., heating/ventilation/air conditioning, lighting, plumbing) governmental energy regulations & procedures*; business administration/public administration, political science, environmental/energy sciences or mechanical engineering. Skill in operation of computer*; operation of calculator*; use of tools (e.g., wind simulator; infrared cameras; combustion analyzer; pressure gauges) to inspect buildings in energy programs*. Ability to review & interpret governmental energy regulations & programs; prepare technical reports & correspondence; prepare & deliver speeches to professional groups & general public; handle technical inquiries from public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in business administration/public administration, environmental/energy sciences or mechanical engineering; 12 mos. trg. or 12 mos. exp. in analyzing/monitoring energy programs & technologies dealing with energy programs commensurate with approved PD on file; must be able to provide own transportation.

-Or completion of undergraduate core program in business administration/public administration, environmental/energy sciences or mechanical engineering; 24 mos. trg. or 24 mos. exp. in analyzing/monitoring energy programs & technologies dealing with energy programs commensurate with approved PD on file; must be able to provide own transportation.

-Or 48 mos. trg. or 48 mos. exp. in building technology or analyzing/monitoring energy programs & technologies dealing with energy programs commensurate with approved PD on file; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Positions assigned to residential sector require completion of Inspector series courses within 12 mos; or Tri-annual completion of Building Performance Institute (BPI) Certification Test for inspectors or Home Energy Rater Certificate.

UNUSUAL WORKING CONDITIONS:

Requires travel; field work may include working in confined spaces such as attics and crawlspaces, industrial plants &/or agricultural businesses/lands.