

Job/Analysis Form

Position Title: Energy Technology Program Specialist	<u>Competency Category (KSA/Job Criteria)</u> Basic Qualifications (Knowledge) Functional (Skills/Abilities) Interpersonal (Abilities)		<u>FOR CATEGORY RATING:</u> BQ Category Range: 95 - 100 WQ Category Range: 85 - 94 Q Category Range: 70 - 84	
Series, Grade: GS-0301-11	<u>Question Type</u>			
Subject Matter Expert:	MC – Multiple Choice LA – Long Answer YN – Yes No	MAMC – Multiple Answer Multiple Choice SA – Short Answer AA – Applicant Assessment		
Human Resources Specialist:				
Major Duties - PD	Competency Category (KSA/Job Criteria)	Question Type	QuickHire Questions and Responses (New or Existing)	SCORE (For Use in HR Office Only)
The Incumbent is responsible for a variety of energy efficiency and renewable energy projects in an assigned area within the organization.	Knowledge of energy technologies, and Federal and departmental goals, policy, projects, programs.		<p>Knowledge of energy efficiency and renewal energy laws, regulations and policies. (Check all that apply) #65369</p> <ol style="list-style-type: none"> 1. Energy Policy Act of 1002 2. Natural Energy Conservation Policy Act 3. Energy Conservation and Production Act 4. Title IV, Part B of the Energy conservation and Production Act 5. Energy Security Act 6. None of the above <p>Do you have knowledge and/or experience of State Energy Program statues and rules? #54322</p> <ol style="list-style-type: none"> 1. Yes 2. No <p>This position requires knowledge of energy data and analysis programs. Please check the boxes that best represent the energy areas in which you have experience. 12189</p>	

			<ol style="list-style-type: none"> 1. Petroleum 2. Natural Gas 3. Liquefied Natural Gas 4. All of the above 5. None of the above 	
Assists the program manager to obtain and manage resources within assigned area of responsibility.	Knowledge of the Federal budget process.		<p>This position requires knowledge of the Federal budget process. Check all that apply: 35571</p> <ol style="list-style-type: none"> 1. Developing, justifying, and allocating the annual budget 2. Defending proposals on allocation of funding. 3. Transmitting budget guidance to affected program or project manager. 4. Tracking budget through progress and course of program or project. 5. Skill in dealing with high-level politically-sensitive issues and organizations. 6. None of the above. 	
The incumbent prepares program reports or briefing materials for senior program staff to share with key EERE and DOE officials.	Skill in project planning, analysis and evaluation		<p>Promotes the advancement of energy efficiency and renewable energy technologies. #23761</p> <ol style="list-style-type: none"> 1. I have not had education, training or experience in performing this task. 2. I have had education or training in performing this task, but have not yet performed it on the job. 3. I have performed this task on the job, with close supervision from supervisor or senior employee. 	

			<p>4. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee</p> <p>5. I have supervised performance of this tasks and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.</p> <p>From the list below select the type of experience you have had which indicates your ability to identify and analyze problems and develop solutions to those problems: #41114</p> <p>1. I have experience in analyzing documents and determining how they will impact my tasks.</p> <p>2. I have experience in locating and applying appropriate guidance to accomplish tasks.</p> <p>3. I have experience in analyzing a problems, evaluating the guidance, and developing solution</p> <p>4. I have no experience in analyzing a problem and developing a solution, but believe I could do so.</p> <p>Ability to communicate effectively and persuasively orally and in writing with senior level officials, managers, technical subject matter specialists, industry representatives, and key customers/stakeholders. I have strong written and oral skills demonstrated by a) experience in drafting written materials for decision-making officials and b) experience in communicating positions and conveying other information on national or international energy or environmental issues. #56217</p> <p>1. Yes</p> <p>2. No</p>	
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**ENERGY TECHNOLOGY PROGRAM SPECIALIST
GS-0301-11**

INTRODUCTION

This is a developmental Energy Technology Program Specialist position, the incumbent of which is assigned anywhere within Office of Energy Efficiency and Renewable Energy organization.

MAJOR DUTIES

The Incumbent is responsible for a variety of energy efficiency and renewable energy projects in an assigned area within the organization. Develops, plans, schedules, and prepares data for project/planning and progress reviews. Identifies planning and progress issues, gathers relevant data from various sources, prepares analytical data and narrative text as necessary, and participates in meetings to provide analytical support to supervisor and senior staff. Analyzes problems and finds solutions, monitors project/program outcomes and reports on project program status and performances. Assists in reviewing objects and goals set forth for assigned projects/programs. Identifies specific objectives which can be applied and recommends ways to adapt overall plans to the plans to the situation.

The incumbent assists the program manager to obtain and manage resources within assigned area of responsibility. Reviews cost and schedule trends and compiles financial reports and presentations. Participates in the budget process, monitoring and tracking obligations and expenditures, and recommends solutions to potential problems to keep assigned projects/programs on track and with funding constraints. Reviews cost and schedule trends and compiles financial reports and presentations.

The incumbent prepares program reports or briefing materials for senior program staff to share with key EERE and DOE officials. Gathers the data from several sources, analyzing the data and making recommendations to resolve deficiencies, discrepancies and deviations found in assigned project/program areas.

Performs other related duties as assigned.

FACTORS:

Factor 1 – Knowledge Required by the Position

Knowledge of energy technologies in order to recognize realistic opportunities for renewable energy efficiency or alternative energy technologies based on practical considerations and cost/benefit potentials.

Knowledge of energy conservation legislation, regulations and procedures.

Knowledge of project planning analysis and evaluation to assist supervisor or program project/program manager.

Knowledge of Federal and departmental goals, policy, programs, projects, and efforts related to assigned program areas.

Knowledge of the Federal budget process.

Skill in written and oral communication techniques.

Factor 2 – Supervisory Controls

The supervisor assigns work in terms of specific assignment objectives, priorities, deadlines, unique limitations and restrictions. The incumbent determines the methods and approaches to be used and plans and carries out the work assignments according to accepted practices. The supervisor is consulted on controversial or novel matters. The incumbent's findings and recommendation on routine and some non-routine assignments are usually accepted as technically accurate, but may be checked or verified to assure strict adherence to specifications. The incumbent's work is reviewed mainly to insure the overall completeness of assignments. Those aspects of the work involving novel or unique approaches, as well as work products involving serious consequences of error considerations, are reviewed for soundness of technical judgment.

Factor 3, -Guidelines

Guidelines include established precedents, procedures, approaches and techniques. The incumbent independently selects, interprets and applies available reference information or guides. Minor deviation to standard process, procedures and instructions may be made. Situations requiring major deviations are referred to the supervisor.

Factor 4 -Complexity

The work typically includes varied duties that require different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issue involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Factor 5 - Scope and Effect

The purpose of the work is to analyze, plan and carry out projects to improve the efficiency and productivity, and coordinate energy efficiency and renewable energy projects. Make recommendations in order to keep projects/programs within cost and schedule and to ensure the program goals are met in the areas of energy efficiency, environmental improvements, and economic benefits. Results of work efforts affect the accuracy, reliability, and timeliness of further activities. The work also affects broader studies of program planning and execution activities and EERE program strategies.

Factor 6 and 7 – Personal Contacts and Purpose of Contacts

Personal contacts are with other energy technology specialists, engineers and managers within the Office, Headquarters officials, professionals of other agencies and departments, contractors' and manufactures representatives, and other non-federal office's from the business/industry and general public.

The purpose of the contacts is to provide advice on noncontroversial issues, request or exchange information, render technical decisions, coordinate energy conservation projects and activities, resolve technical problems or conflicts concerning future work efforts, and to assure that guidance received is coordinated so that program requirements are met.

Factor 8 - Physical Demands

The work is mostly sedentary.

Factor 9 - Work Environment

Work is performed primarily in an office setting. Travel may be required.

Total points: 2470

Standards Used: OPM JFPCS for Administrative Work in the Miscellaneous Administration and Program, GS-0301 series, 1/79 and the Administrative Analysis Grade Evaluation Guide 8/90