

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-0301-12	<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 serves as a project manager for the Office and is responsible for a variety of highly complex energy efficiency and renewable energy projects/programs in an assigned area within the Office.	Knowledge of energy technologies in order to recognize realistic opportunities for renewable energy efficiency or alternative energy technologies.	MAMC	Of the following duties, which do you have experience performing on a regular, recurring basis? #41116 <ol style="list-style-type: none"> 1. I have experience maintaining liaison with internal staff members and managers to keep abreast of current events, potential news items, changes in legislation and regulations 2. I have experience maintaining contact and building partnerships with Federal, State, and local government officials 3. I have experience maintaining contact and building partnerships with members of professional, business, civic and other public interest organizations 4. I have experience participating with, and assisting local, state, and/or Federal officials in developing workable solutions to highly complex problems involving issues of concurrent or overlapping jurisdiction 5. I have experience dealing with high level management officials, employees, clients or the public on non-routine matters of a very sensitive, controversial or operationally 	

			important nature. 6. None of the above.	
Provides the supervisor input to the preparation of the budget for assigned projects/programs; monitors milestones and funding requirements, and makes recommendations to keep project/programs on track and within funding constraints.	Knowledge of energy conservation, legislation, regulations, etc.; Federal budget process; and Federal and departmental goals, policy, projects, programs.	<p>Y/N</p> <p>MC</p> <p>Y/N</p> <p>MAMC</p>	<p>Do you have experience evaluating the content of new or modified legislation and regulations for projected impact on programs and products related to management of renewable energy and energy efficient technologies programs? #39459</p> <ol style="list-style-type: none"> 1. Yes 2. No <p>Analyze issues, identify problems, evaluate alternatives and make recommendations that lead to the resolution of issues. #38974</p> <ol style="list-style-type: none"> 1. I have analyzed issues, identified problems, evaluated alternatives and made recommendations that lead to the resolution of issues. 2. I have analyzed issues, identified problems, and evaluated alternatives that lead to the resolution of issues. 3. I have analyzed issues and identified problems that lead to the resolution of issues. 4. I do not have training or experience in performing this task. <p>Do you have experience in project planning, analysis and evaluation? #19641</p> <ol style="list-style-type: none"> 1. Yes 2. No <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 	

			<p>program or project manager.</p> <ol style="list-style-type: none"> 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. 	
<p>The incumbent prepares a variety of briefing papers and reports using data from different sources, and disseminates information to concerned officials in DOE Headquarters, field organization and other Federal agencies as appropriate.</p>	<p>Skill in written and oral communications</p>	<p>MAMC</p>	<p>Select the response(s) that reflect the activities you performed regularly at work. #37537</p> <ol style="list-style-type: none"> 1. Developed written materials for briefings, meetings, or conferences. 2. Written clearly, logically, concisely, and persuasively for a variety of audiences. 3. Drafted procedural material for dissemination to field or operating-level elements. 4. Drafted reports, memoranda, and correspondence for signatures for higher-level officials. 5. Authored issues/position papers or summary reports on organizational data, which included analysis and recommendations. 6. Drafted responses to Departmental inquire. 7. Communicated organizational strategies, goals, objectives, or priorities in writing. 8. Written guidelines or procedural instructions for implementing new initiative or systems. 9. Explained or justified decisions, conclusions, findings or recommendations. 10. Composed complex correspondence or other written work including management reports and manuals. 11. Reviewed reports for accuracy, adherence to expression and appropriateness for intended audiences. 12. Compiled correspondence that consolidates input from a number of different sources including contradictory viewpoints. 13. Developed comprehensive material for briefings, meetings or conferences. 	

		<p>MC</p>	<p>14. None of the above.</p> <p>Do you have experience advising senior management officials on major programs policy matters? Pick the best answer. #56313</p> <ol style="list-style-type: none"> 1. I have 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. 4. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee 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. 	
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**ENERGY TECHNOLOGY PROGRAM SPECIALIST
GS-0301-12**

INTRODUCTION

This is a journeyman level 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 serves as a project manager for the Office and is responsible for a variety of highly complex energy efficiency and renewable energy projects/programs in an assigned area within the Office. The incumbent may attend preplanning conferences to determine background, objectives, purpose and scope of projects/programs. Reviews and evaluates energy conservation program effectiveness and implementation. Analyzes and recommends modification of various energy efficiency and renewable energy initiatives. Identifies and recommends program initiatives to ensure the broadest possible or most effective participation in energy efficiency and renewable energy programs. The incumbent reviews project/program proposals and technical successes to gather supplementary data to base recommendations. The incumbent keeps abreast of the state-of-the art applications pertaining to buildings and building energy efficiency. Assures that program directives are implemented, that progress is measured against program plans, and corrective actions are initiated as deficiencies are identified. The incumbent may serve as part of a team, analyzing and determining operational problems and recommending appropriate changes to correct deficiencies.

The incumbent provides the supervisor input to the preparation of the budget for assigned projects/programs; monitors milestones and funding requirements, and makes recommendations to keep project/programs on track and within funding constraints. Drafts program plans, key objectives, schedules, budget and other documentation for area of assigned responsibility, and ensures that program plans and funding requirements fully support legislative mandates, DOE goals and objectives. The incumbent may attend preplanning conferences to determine background, objectives, purpose and scope of projects/program.

The incumbent prepares a variety of briefing papers and reports using data from different sources, and disseminates information to concerned officials in DOE Headquarters, field organization and other Federal agencies as appropriate. Prepares responses to Congressional and other executive correspondence, and responds to telephone requests for information about the energy efficiency and renewable energy program. Coordinates and interacts with senior EE and DOE offices and other Federal agencies as well as with public and private interest groups in implementing energy efficiency and renewable energy projects/programs.

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 establishes, in consultation with the incumbent, the overall objectives of the work assigned. Supervisory instructions relate to administrative matters. The incumbent independently carries out assignments, resolving problems that arise, and coordinating the work with others as needed. Methods to be used and approaches taken in problem solutions are typically determined by the incumbent. This incumbent is accountable for decisions made, which are not normally reviewed in detail for technical adequacy. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 – Guidelines

Guidelines include Federal energy efficiency and renewable energy laws, DOE energy efficiency and renewable energy regulations, OMB Circulars, energy efficiency and renewable energy program guidelines and directives, technical literature, and policy statements issued by headquarters. Guidelines generally have limited application to problems encountered. The incumbent exercises judgment and creativity in deviating from traditional methods adapt and develop new methods as needed. The incumbent uses judgment in isolating essential features of problems, adapting or extending guides or precedents.

Factor 4 - Complexity

Assignments involve a broad range of activities including reviewing and interpreting legislation, the management (and coordination with both Federal and non-Federal officials) of energy efficiency and renewable energy program planning/strategic development; as well as monitoring, liaison, and training responsibilities. The Incumbent provides in-depth advice and guidance to staff in design and preparation of energy efficiency and renewable energy plans and programs. Assignments typically involve serious or difficult-to-solve conflicts between fund availability and program management requirements. Statutory and regulatory requirements frequently lead to conflicts between program efficiency and administrative compliance that must be resolved by the incumbent, working with a diverse group of program implementers and stakeholders. The incumbent makes judgments concerning the most efficient trade-offs after analyzing Departmental policy and identifying program impacts associated with a range of plausible responses. Work efforts, issue resolution, recommendations, decisions, directions and guidance on plans and program development and implementation are further complicated by external impacts and the need to coordinate actions within and outside DOE.

Factor 5 - Scope and Effect

The purpose of the work is to analyze, plan, monitor, and coordinate energy efficiency and renewable energy projects, to provide guidance and priorities in order to keep projects/programs within cost and schedule, and to ensure the program goals and are met in the areas of energy efficiency, environmental improvements, and economic benefits. The work affects broader program planning and execution activities and EE 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 coordinate energy efficiency and renewable energy program administration, planning and strategy development, program monitoring and oversight, to evaluate both on-going energy efficiency and renewable energy efforts and new starts; to provide in-depth advice and guidance on energy efficiency and renewable energy matters within the program area; to influence or persuade other energy technology experts and/or managers to adopt approaches or methods about which there are conflicts and to exchange information and coordinate program activities.

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: 2890

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