

<p>Responsible for assisting in the evaluation of WIP impacts in various energy sectors through the analysis and comparison of intended versus actual results. Based on findings, recommends and develops solutions or improvements in approaches in deployment activities. Prepares communications products.</p>	<p>Mastery of advanced concepts, principles, and practices of energy efficiency and renewable energy systems and technologies in the assigned program area.</p>	<p>MAMC</p>	<p>This position requires knowledge of energy efficiency and renewable energy programs, legislation, regulations, precedents, projects in progress, trends, influences, and projections as they relate to energy efficiency. Check all that apply. #35574</p> <ol style="list-style-type: none"> 1. Energy technology research and development 2. Applied research 3. Full-scale demonstration and deployment 4. Expert on complex technical engineering matters 5. Authoritative judgment on concepts, proposals, experiments, and solutions 6. Coordination of major management and technical decisions 7. None of the above
		<p>MAMC</p>	<p>Of the following duties, which do you have experience performing on a regular, recurring basis? #41116</p> <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.	
Incumbent provides support on technical program activities and training and monitoring to the supervisor for the assigned projects/programs and supplies justification as to the importance of efforts and consequences of not providing the necessary funding.	Knowledge of the Federal budget process and ability to provide technical assistance and consultation on financial and/or auditing matters.	MAMC	This position requires knowledge of the Federal budget process. Check all that apply: 35571 <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. 	
		MC	Provide advice to program officials concerning obligations incurred, expenditures, and availability of funds. #40745 <ol style="list-style-type: none"> 1. I do not have training or experience in performing this task. 2. I have analyzed assignments to provide updates on obligatory costs, future costs, and funding availability to meet milestones. 3. I have provided advice to program officials involving financial considerations, which project should be supported and what pace each project should proceed to meet goals within budgetary constraints, and compared completion dates for projects to the planned milestones. 4. I have provided advice to program officials involving financial considerations, which major project should be supported and what pace each project should proceed to meet goals within budgetary constraints, compared completion dates for major projects to the planned milestones, and provided assessments and guidance on progress toward meeting project and program goals. 	

			<p>for implementing new initiative or systems.</p> <ol style="list-style-type: none">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.14. None of the above.	
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**ENERGY TECHNOLOGY PROGRAM SPECIALIST
GS-0301-13**

INTRODUCTION

This is an expert Energy Technology Program Specialist position, the incumbent of which is assigned anywhere within Office of Energy Efficiency and Renewable Energy organization. The purpose of this position is to develop effective federal/state approaches to deploying clean energy technologies for all sectors of the economy.

MAJOR DUTIES

The incumbent serves as a project manager for the Office and is responsible for a wide variety of highly complex energy efficiency and renewable energy projects/programs in an assigned area within the Office, and recommends solutions to program problems of an especially complex, difficult, or sensitive nature. Analyzes the impact of new and proposed legislation, Executive Orders and other regulations on the assigned energy efficiency and renewable energy programs. Interprets regulations for the States, DOE, field offices, other professional organizations with respect to analysis and/or implementation of comprehensive program activities relating to the multifaceted energy efficiency and renewable energy initiatives required by various national program legislation or directives. Develops systems and procedures for the assigned program area to enable the energy efficiency and renewable energy program to effectively and efficiently meet statutory requirements and Departmental goals and objectives. Evaluates procedures and policies on the program's legislatively mandated training and technical assistance goals and objectives. Determines the substance and focus of special projects/requests in these areas, and develops action responses drawing on available resources to complete them in a timely and effective manner. Initiates action as necessary to modify or terminate energy efficiency and renewable energy program/project efforts. Advises supervisor and field activities on unusual, difficult or controversial energy efficiency and renewable energy matters.

The incumbent is responsible for assisting in the evaluation of WIP impacts in various energy sectors through the analysis and comparison of intended versus actual results. Based on findings, recommends and develops solutions or improvements in approaches in deployment activities. Prepares communications products, e.g., briefings and presentations, newsletters, and success story documents. Develops strategic marketing plans with senior management and designing and producing information material and services to reach national, regional, and state audiences within the target market.

The incumbent provides support on technical program activities and training and monitoring to the supervisor for the assigned projects/programs and supplies justification as to the importance of efforts and consequences of not providing the necessary funding. Reviews and monitors expenditures for assigned projects/programs, and reports to the supervisor on status of program performance against established goals and objectives. Conducts periodic reviews of assigned programs and projects to assure this program plans and funding requirements fully support DOE goals and objectives, federal regulations, and applicable laws and Executive Orders.

Oversees the coordination and interaction with other EE, DOE offices and other Federal agencies as well as with public and private interest groups in implementing energy technology projects/program. The incumbent makes presentations on energy efficiency and renewable energy project/program objectives, content and progress to a variety of audience, and reports reception of objectives to supervisors. Prepares a variety of nature

or briefing papers and reports for senior EE program staff. Prepares responses to Congressional and other executive correspondence, and responds to telephone requests for information about the energy technology program.

Performs other related duties as assigned.

FACTORS:

Factor 1 – Knowledge Required by the Position

Mastery of advanced concepts, principles, and practices of energy efficiency and renewable energy systems and technologies in the assigned program area.

Expert 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.

Extensive knowledge of the Energy Policy Act of 1992; National Energy Conservation Policy Act; Title IV, Part B of the Energy Conservation and Production Act; Energy Policy and Conservation Act; Energy Security Act; and the DOE Financial Assistance Regulations.

Knowledge of project planning analysis and evaluation to serve as program/project manager.

Knowledge of the principles, methods, practices and techniques of marketing and communication.

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

Knowledge of the Federal budget process.

Ability to communicate effectively with individuals and groups at all levels, both orally and in writing.

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 exceptional judgment in isolating

essential features of problems, adapting or extending guides or precedents and developing new techniques for performing work.

Factor 4 - Complexity

Assignments involve a broad range of activities including analyses of 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 expert 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 has significant and major impact on the success of the DOE's energy efficiency and renewable energy programs and mission.

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. A reasonable amount of domestic travel is required.

Total points: 3490

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