

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-00301-14		<u>Question Type</u> MC – Multiple Choice MAMC – Multiple Answer Multiple Choice LA – Long Answer SA – Short Answer YN – Yes No AA – Applicant Assessment		
Subject Matter Expert:				
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)
Principal advisor to the supervisor or team leader on a variety of highly complex energy efficiency projects/programs. Provides advice and expertise on legislative or regulatory developments/actions relating to DOE and other Federal agencies, which potentially affect the organization.	Mastery of the Energy laws, regulations and policies and of Federal and departmental goals, policy, programs, projects, and efforts related to assigned program areas	MAMC	Knowledge of energy efficiency and renewable energy laws, regulations and policies. (Check all that apply) #53575 1. Energy Policy Act of 1992 2. National 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. Davis-Bacon Act of 1931 7. DOE Program Rule 10 CFR 440 8. DOE Financial Assistant Regulations 9. None of the above	
		MAMC	Please Check below all of the following you have performed as a regular part of your duties:: #29738 1. Analyzed new or proposed legislation, regulations, policies, or procedures to determine impact on a major crosscutting program/project. 2. Researched, identified, and described policy options and their principal advantages and	

			<p>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. 	
Prepares DOE input or DOE review and comments on reports and issue papers produced by interagency bodies	Ability to communicate effectively with individuals and groups at all levels, both orally and in writing.	MC	<p>Select your level of experience in preparing written or verbal assessment reports or presentations, which include options and recommendations to advise managers on program operations #24484</p> <ol style="list-style-type: none"> 1. I have normally been consulted by others for expertise and assistance or have trained others in performing this task. 2. I have performed this task as a regular part of the job independently and usually without review by supervisor or senior employee. 3. I have performed this task on the job, with close supervision from supervisor or senior employee. 4. I have had education or training in performing this task, but have not yet performed it on the 	

		<p>MAMC</p>	<p>job.</p> <p>5. I have not had education, training or experience in performing this task.</p> <p>This position is responsible for communicating a variety of issues. In addition, this includes presenting and defending the organization's missions and functions before a variety of individuals. Please select the following types of communication duties you have performed as a regular part of your job. #26572</p> <ol style="list-style-type: none"> 1. Served as a representative for an organization 2. Briefed management on policy changes 3. Prepared written reports on program/project status 4. Briefed management on organizational issues or similar topics 5. Explained administrative procedures, regulations and processes to a variety of individuals 6. Defended recommendations on controversial issues to management 7. Facilitated communications and activities between organizational entities 8. None of the above 	
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**ENERGY TECHNOLOGY PROGRAM SPECIALIST
GS-0301-14**

INTRODUCTION

This is a principal advisor 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 principal advisor to the supervisor or team leader on a variety of highly complex energy efficiency projects/programs. Provides advice and expertise on legislative or regulatory developments/actions relating to DOE and other Federal agencies, which potentially affect the organization. Assists supervisor with program planning, strategy development and other activities that cut across the programs, such as mid-year plans, annual operating plans, and other Office-level activities that are necessary to the review and assessment of program effectiveness and implementation.

Performs the preparation, justification, and support of the budget for the assigned program area within the Office. Monitors the execution (authorization, obligation and expenditures) of approved budget for the assigned program area. Prepares scopes of work for obtaining contractor or laboratory assistance in carrying out the activities required to accomplish the goals and objectives of projects under his/her direction. Negotiates cost sharing and other contractual terms with appropriate participation by procurement offices, Office of General Counsel, and patent counsel on projects involving millions of dollars annually. Monitors and evaluates on a continuing basis, through periodic program review, site reviews, presentations and reports, the grantee, contractor or laboratory performance in meeting work objectives, work quality and maintenance, and schedule milestones for assigned activities. Develops, reviews and implements project plans which direct the work undertaken by laboratories, contractors, and grantees. Through the contracting officer, the incumbent initiates and implements modifications to project plans, contracts, grants and agreements resulting from changes or redirection of objectives or funding allocations in the assigned program areas.

Represents the Office on interagency task forces, committees, and other groups or conferences relating to technical and policy issues. Prepares DOE input or DOE review and comments on reports and issue papers produced by interagency bodies. Works closely with the Federal, State and local government agencies, private sector and non-profit groups to identify opportunities for cooperation on energy efficiency and renewable energy technology transfer, energy related research training, education, and outreach. Coordinates these efforts with the subordinate Offices. Represents the supervisor as a principal speaker or discussion member in a wide variety of workshops, seminars, conferences for governmental officials, trade and professional associations and interest groups. Develops technical briefs specifically designed to analyze and communicate the status of a particular program area for certain target groups such as Congress, the States, business/industry, and professional organizations. Prepares issue and briefing papers for senior EE management as share with key DOE officials and other Federal agencies concerning energy efficiency and renewable energy programs. Provides input to speeches, reports and congressional testimony related to energy efficiency and renewable energy program direction and accomplishment.

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.

Knowledge of governmental contracting, negotiating, and procurement practices and procedures in order to direct and serve as a contracting officer's representative for large scale program activities.

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

Factor 2 – Supervisory Controls

The supervisor provides administrative and policy direction concerning overall project priorities and objectives. The incumbent is delegated complete responsibility and authority to plan, schedule and carry out major projects or programs, and keeps the supervisor informed of issues which significantly affect broad DOE policy objectives and program goals. The incumbent is recognized expert or authority in his/her specialty field. Decisions, conclusions, recommendations are normally accepted without significant change. The work results are reviewed for adherence to policy, and are evaluated by the success of the program area in fulfilling the Office's objectives.

Factor 3 - Guidelines

The assigned programs were established by recent legislation. Consequently, there are virtually no specific guidelines or precedents to guide the incumbent. The incumbent is creative and exercises considerable judgment and ingenuity in interpreting existing policies and legislation covering the programs, standards and procedures from related or similar programs to develop guidelines to govern the assigned programs impacting within and outside DOE. The incumbent establishes precedents, procedures and methodology where

nonexistent, without prior approval of higher authority. The incumbent is recognized as an authority on the development and/or interpretation of guidance for the program areas.

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 guide major projects or programs through to completion, resolve critical problems that arise, development new approaches to be followed by others, and to insure that program goals are met. The incumbent provides guidance and advice to senior officials, managers, and other professionals within and outside the Department. Results of their work could affect DOE energy efficiency and renewable energy program operations. Decisions and recommendations made by the incumbent, together with completed efforts, have 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 expert advice on agreements that will allow implementation of the project plans and other Federal goals related to commercial acceptance of alternative energy sources and alternative fuels. The contacts are vital to the continued technical success of the Office's major programs. Contacts are also necessary to explain, defend, justify, negotiate, or settle significant or controversial matters concerning the implementation of laws, and to discuss the handling of problems of mutual interest.

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: 3790

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