



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: May 31, 2016
Subject: Grant Request #2825, #2826, #2827, #2828

Enclosed please find four (4) items that the Joint Fiscal Office has received from the administration, including **one (1) limited-service position request**.

JFO #2825 – \$10,000 grant from Agricultural Safety & Health Council of America (ASHCA) to the VT Agency of Agriculture, Food and Markets. These funds will be used to develop and produce a bilingual agricultural fire safety video and training kit to teach best practices for on-farm fire safety.
[JFO received 5/20/16]

JFO #2826 – \$9,500 grant from the Training and Research Support Centre Limited (TARSC) to the Department of VT Health Access (DVHA). The funds will be used for training and research on approaches to community power, participation and decision-making in health for the purposes of gathering substantive evidence on promising practices in statewide sites and abroad.
[JFO received 5/25/16]

JFO #2827 – \$8,900 grant from the Alma Gibbs Donchian Foundation to the Agency of Commerce and Community Development. The funds will be used to support statewide historic sites, to include: \$3,500 for a temporary exhibit at the Calvin Coolidge State Historic Site, \$2,900 for three Grace Coolidge Musicale events at the Calvin Coolidge State Historic Site, and \$2,500 for the Justin Morrill State Historic Site to be open to the public three additional days per week during the 2016 season.
[JFO received 5/25/16]

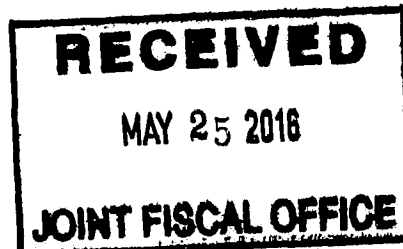
JFO #2828 – **One (1) limited-service position** within the Department of Public Service (DPS). The position will be titled Energy Program Specialist II and will monitor the performance of Vermont gas Systems (VGS), which has recently been appointed as an energy efficiency utility (EEU). The position will also perform additional work in evaluating and verifying energy savings for the renewable energy standard (RES) Tier III obligations, which go into effect in 2017. The position will be funded primarily through the Energy Efficiency Fund and potentially through billbacks to utilities for certain expenses. DPS requested the position through 2026, but the Department of Finance and Management recommends approving the position through FY

2019, at which time the Administration could consider whether or not to extend it further into the future.

[JFO received 5/25/16]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by June 14, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.

112 STATE STREET
MONTPELIER, VT 05620-2601



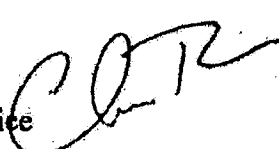
JFO 2828

FAX: (802) 828-2342
TEL: (802) 828-2811



MEMORANDUM

To: Maribeth Spellman, Department of Human Resources
Justin Johnson, Agency of Administration
Steve Klein, Joint Fiscal Office

From: Christopher Recchia, Department of Public Service 

Date: March 15, 2016

Subject: Request for Limited Service Position

The Department of Public Service (DPA) requests authorization for one new limited service position under the job classification Energy Program Specialist II. This position request comes as the result of Vermont Gas Systems (VGS) recently being appointed as an Energy Efficiency Utility (EEU). The DPS is required by statute (30 VSA 209) and Board Orders to evaluate EEU programs and verify energy savings will now need to fulfill those duties for VGS as an EEU. There will also be additional work to evaluate and verify energy savings for the Renewable Energy Standard (RES) Tier III obligations, which go into effect in 2017. This position will either fulfill those duties/tasks directly or relieve an existing Energy Program Specialist from EEU evaluation and verification tasks so they can fulfill them.

The position will be funded by the Energy Efficiency Fund, established by the Public Service Board pursuant to 30 V.S.A §209(d)(3) and may also be funded through direct billback to Distributed Utilities (under authority of 30 V.S.A. § 20) for expenses (if the staff person works on RES Tier III evaluation and verification). The Vermont Energy Efficiency Fund has supported the Department of Public Service energy efficiency evaluation efforts since the inception of the Fund in 2000. Part of the position (.65 FTE) will be funded through the new VGS EEU Evaluation Budget. The remaining portion will either be funded through the existing Efficiency Vermont and Burlington Electric EEU Evaluation budget that currently exists to assist with evaluation and verification efforts for those EEU's (these monies are all deposited into the Energy Efficiency Fund) or through direct Distributed Utility billback if the position works on the RES Tier III

MAY 18 2016

evaluation/verification.

Job duties for this position include professional, policy, and technical work involving all aspects of evaluation of energy efficiency programs and projects.

In support of this request, attached is the Grant funded Limited Service Position request, Request for Classification Review Form (RFR), DPS Organizational Chart, and relevant Public Service Board Orders.

Please contact Kelly Launder at 828-4039 or David Tauscher at 828-4085 if you have any questions regarding this request or need any additional information.

RL

STATE OF VERMONT
DEPT OF PUBLIC SERVICE
MONTPELIER, VT.
05620-2601

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

2016 MAR 31 P 1:05

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Public Service Date: 3/15/16

Name and Phone (of the person completing this request): Kelly Launder, 802-828-4039

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Public Service Board, "ORDER RE: VERMONT GAS SYSTEMS, INC. ENERGY EFFICIENCY PROGRAM BUDGETS..." (approves the DPS Evaluation Plan and Budget, which specifies funding for this position) & "REPORT AND REC ON THE ORDER OF APPOINTMENT FOR VGS" (which includes the VGS Appointment term).

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Energy Program Specialist, 1 Position, DPS Planning & Energy Resources Division	1	DPS Planning & Energy Resources Division	Grant Funding Period (VGS EEU Order of Appointment): <u>4/17/15 - 12/31/26</u>

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

The Department of Public Service (DPS) is charged by Vermont Statute with the task of evaluating and verifying the savings for the state Energy Efficiency Utilities (EEU). Costs for these tasks are included in the EEU budgets. Vermont Gas is newly appointed as the state's natural gas EEU, which will increase the DPS workload for evaluating and verifying EEU savings.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature] _____ Date: 3/16/16
Signature of Agency or Department Head

[Signature] _____ Date: 3/18/16
Approved/Denied by Department of Human Resources

[Signature] _____ Date: 5/18/16
Approved/Denied by Finance and Management

[Signature] _____ Date: 05/23/16
Approved/Denied by Secretary of Administration

Comments:

MAR 22 2016

*Vermont Department of Finance & Management
Office of Budget and Management*

To: Andy Pallito, Commissioner
From: David Beatty *dy*
Date: May 18, 2016
Subject: Public Service Department request for new Limited Service position

The Public Service Department (PSD) has been directed by the Public Service Board (PSB) to monitor the performance of Vermont Gas Systems which has been identified by the PSB as Vermont's third Energy Efficiency Utility (EEU). Efficiency Vermont and Burlington Electric are the other EEUs.

The monitoring task involves evaluation of each EEU's successful accomplishment of energy efficiency, in accordance with 30 VSA Sec. 209.

The PSB has designated that funding for the position will come from Vermont's Energy Efficiency Fund and/or from Designated Utilities and the time period, 4/17/2015-12/31/2026.

Since 11 years is a very long time for a Limited Service position and will definitely extend beyond the current Administration and Legislature, I recommend that this Limited Service position be approved through the period ending June 30, 2019. It's reasonable to allow Administration management at that time to consider extending this new position. You may designate your preference below.

I hereby recommend the accompanying request for a new Limited Service Energy Program Specialist II position through ~~12/31/2026~~ 06/30/2019 (circle one only)

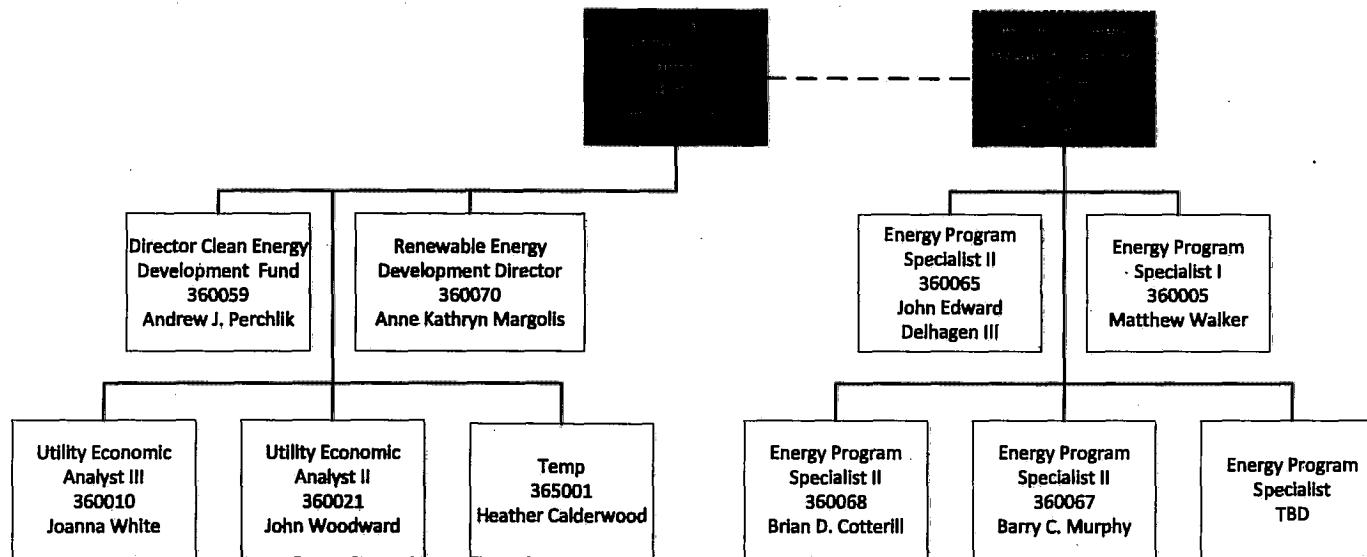


Andrew Pallito, Commissioner of F&M

5/18/16

Date

Chart F: Planning & Energy
Resources Division



As of January 12, 2016

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____		Date Received (Stamp)
Action Taken: _____		
New Job Title _____		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade _____	
Current Mgt Level _____ B/U _____	OT Cat. _____	EEO Cat. _____ FLSA _____
New Mgt Level _____ B/U _____	OT Cat. _____	EEO Cat. _____ FLSA _____
Classification Analyst _____	Date _____	Effective Date: _____
Comments:		Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title, and Phone Number:

How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Vacant Request Job/Class Title: Energy Program Specialist 2

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored

Vacant Position Number: NA Current Job/Class Title: Energy Program Specialist

Agency/Department/Unit: 36A Work Station: Montpelier Zip Code: 05602

Supervisor's Name, Title and Phone Number: Kelly Launder, Assistant Director, Planning & Energy Resources Division, 802-828-4039

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

This is Level 2 of a three-level Energy Program Specialist job series. The tasks associated with Level 1 of the series are differentiated from Level 2 & 3 by the amount of related job experience, the complexity of job assignments, and the level of supervision and oversight of work product. Level 1 of the series requires at least one-year of related experience or an advanced degree in a related discipline. Level 2 requires at least two years and Level 3 at least 4 years of related experience. An incumbent in a Level 1 position will generally work less independently than an incumbent in Level 2 or 3, and their work product will generally be reviewed by their supervisor or by an incumbent in Level 2 or 3. Additionally, an incumbent in Levels 2 or 3 may provide training and mentoring to an incumbent in Level 1.

The Director and/or Assistant Director of Planning & Energy Resources Division, in consultation with the Commissioner of Public Service, will make the determination as to whether an incumbent has demonstrated that they have attained the level of experience and proficiency required to advance to Level 2 or 3. They will also decide which level in the series is appropriate for an applicant for a vacant position.

An incumbent in any level of this job series will be assigned a range of duties as described in the paragraphs below. This general job description is designed to allow flexibility in how tasks are distributed across the Division's staff. Preferred qualifications will be designated as positions are recruited based on the specific needs of the Division at the time of the recruitment. The Director and/or Assistant Director has the authority and flexibility to reassign duties based upon the needs of the Division.

The following is a general overview of the range of duties of an Energy Program Specialist 2. An incumbent at this level in the series may be assigned any subset of these duties and generally would be expected to have an educational background and at least 2 years of experiential knowledge of that subset of assigned tasks. Additionally, an incumbent at this level may be assigned to train or mentor an incumbent in a Level 1 position.

WHAT:

Professional, policy, and technical work for the Department of Public Service involving the development, implementation, and evaluation of energy efficiency and renewable energy

programs and projects. Position represents the department in cooperative endeavors with utilities, businesses, public interest groups and citizens.

HOW:

Represent the Department in the development and oversight of the Vermont Residential and Commercial Energy Codes, and assist citizens and businesses with code compliance. Represent the Department in the development and implementation of Appliance Standards.

May participate in the review of Act 250 permit applications, including summarizing project energy features and recommending custom measures where the potential exists to exceed minimum energy requirements.

Represent the Department on efficiency and renewable energy program design teams: present and assure adherence with Department and other public policy; negotiate resolution of disputes; analyze and interpret energy and economic data; evaluate programs including review of technologies, economics, proposed program management, marketing and evaluation plans; prepare recommendation and reports for management.

Monitors results of energy program implementation, including analyzing technical, financial, and management reports.

May provide expert testimony before the Public Service Board in regulated utility proceedings.

Review regulated electric and gas utility plans and projects to ensure energy efficiency is properly evaluated and considered as a least cost resource

Assists in data collection and policy development and implementation related to state comprehensive energy planning.

May be responsible for writing and issuing Requests for Proposals, writing and managing grant agreements and contracts (including approval of invoices and tracking funds).

May work with public and private groups, motivating interest in development of energy efficiency and renewable energy programs, advising on technical and management issues, negotiating agreements, assisting in securing funding, and monitoring and evaluating progress and results.

Respond to consumer questions about energy efficiency, renewable energy, heating fuels, transportation fuels, etc.

Make written and oral presentations to professional and citizens groups.

May maintain a website to provide a public point of information.

WHY:

The residents, environment, and economy of Vermont benefit from energy efficiency and renewable energy services. The efforts of this position assure that these efforts are cost-effective and comprehensive. Outcomes include: reduced use of imported energy

sources; reduced negative environmental impacts; creation of high quality, increased affordability; sustainable jobs; improved competitiveness of Vermont businesses; increased comfort and health of Vermont residents; and increased security of Vermont's energy supply. The work of the Energy Efficiency Division is also required by Vermont Statute.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

This position involves contacts across a wide range of individuals, administrative levels, and organizations. The position also requires a wide range of interaction types. The list below highlights significant interactions within each contact type.

Citizens - inform and advise on energy efficiency, renewable energy, heating fuels, and transportation fuels. Interpret energy codes.

Businesses - Facilitate change by providing information on energy efficiency and renewable energy. Also potentially providing funding opportunities to implement projects. Maintain relationships and information exchange mechanisms critical to the State's interests. Build consensus to implement state energy policy.

Regulated Utility and Energy Efficiency Utility and Staff - Collaborate in the design, implementation, and evaluation of renewable energy and energy efficiency services. Ongoing oversight and verification of performance.

Contractors - Define, manage, and review work of EEU evaluation and verification contractors.

Other Vermont Agencies - Collaborate on projects of shared interest. Inform other state agencies on energy efficiency, renewable energy, transportation fuel, and heating fuel issues.

Other state and federal government agencies - Inform on VT specific issues. Collaborate on issues of mutual concern. Represent Vermont at regional and national meetings.

Vermont Legislature - Inform through testimony and/or reports on energy efficiency, renewable energy, transportation and heating fuels. Prepare policy and analysis.

Media - Inform through telephone and email communications. Maintain web information.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Competence with computers and their peripheral equipment is required for this position. A working knowledge of the following software is also required: MSWord, MSEXcel, and MSOutlook. MS Powerpoint and web publishing software knowledge is also useful.

CEM (Certified Energy Manager) certification or an equivalent is useful, but not required.

Skills that are necessary for performing this job include: consensus building, negotiation, facilitation, strategic planning, effective communication, and the ability to synthesize and interpret large quantities of diverse data.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

An incumbent at Level 2 will be responsible for overseeing/monitoring work performed by grantees or contractors. These responsibilities include: Defining scope of work; negotiating contracts; managing and directing grant/contract tasks; evaluating work products; and reviewing and approving invoices. Additionally, an Energy Program Specialist in Level 2 may provide training and guidance to an Energy Program Specialist 1.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position operates with independence and latitude. General program areas are determined by the supervisor and ongoing management and decision making is often left to the employee as appropriate to the level of the position. The employee determines their own priorities for accomplishing daily tasks. This position provides updates to the supervisor and/or a co-worker in Level 2 or 3 as appropriate, when critical issues or developments need their attention.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The breadth and depth of knowledge required by this position is a substantial challenge in this job. Below are some of the types of knowledge required for this position. As mentioned in Section 1, the level of complexity and expectation of a specific incumbent will vary based upon their level within the job series:

Technical - Energy efficiency and renewable energy technology is constantly changing. This position requires keeping current on the newest technology and best practices in the field.

Economic - Energy efficiency and renewable energy occurs within the context of the economy, and must be cost-effective. The position requires the ability to evaluate the cost/benefit ratio of efficiency measures and to understand other economic analyses and motivations, and develop reasonable budgets for long term programs.

Environmental - This position requires knowledge of the relationships between energy use and the environmental outcomes, which are complex and constantly changing.

Research and Evaluation - This position requires familiarity with best practices and current accomplishments in survey design and methodology, statistical analysis, and the cost of acquiring these services.

Legal - The position operates within a statutory context and requires a thorough understanding and application of Vermont statutes. The position also requires knowledge of administrative rules and codes and standards as promulgated by the Federal government and other organizations, such as the International Energy Conservation Code.

This position also requires the ability to organize and conduct studies of complex energy efficiency and/or renewable energy issues, to draw appropriate conclusions and present them in a logical and timely manner.

This position requires the balancing of priorities for all the disparate activities and maintaining the flexibility to respond to unanticipated calls on times and resources.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

The current focus on energy issues has created additional pressures on the Planning and Energy Resources Division of the DPS. Energy issues are highly politically charged and publicly scrutinized. Renewable energy resources and energy demand-side management are in the forefront in Vermont due to the highly passionate issues of global warming and energy grid planning. Incumbents in the Energy Program Specialist positions are called upon to be subject matter experts on these issues and are called upon to provide information to many groups both within and without of the DPS. This requires incumbents to ensure that they keep up with the constant change and new technologies within the energy efficiency and renewable energy fields.

This position may also oversee significant budgets for programs under the Divisions review and/or purview. One example is the EEU's. The value of the Electric EEU Budget is over \$190 million for the 2015-2017 three-year period. The value of the Vermont Gas EEU budget is over \$6 million for the 2016-2017 period. The value of the benefits to Vermont residents and businesses far exceed this amount. The Planning and Energy Resources Division is responsible for verifying the savings claimed by the EEU's and evaluating their programs to ensure a maximization of benefits for the state.

This position must also preserve confidential information. This may include competitively sensitive information collected from the heating fuel industry and the electric and gas utilities; customer specific information including income eligibility and energy usage; and the substance of confidential negotiations among parties in contested case proceedings before the Public Service Board.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Workload that exceeds the available time and resources	Constant
Responding quickly to media and/or legislative	Frequently

requests	
Crisis resulting from unpredictable external factors arise that require immediate attention disrupting planned work flow.	Frequently

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Sitting at computer workstation and using telephone	80%
Driving to meetings out of the office, attending meetings, project site visits, attending/presenting at conferences	20%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The development, implementation, and evaluation of energy efficiency programs and projects is an important aspect of this position. The Efficiency Utilities have large budgets consisting of ratepayer money, it is essential that the Department is an active participant to ensure optimal value to Vermont's ratepayers.

Representing the Department in the development and oversight of the Vermont Energy Codes, and assisting citizens and builders with code compliance, is also an important aspect of this position. Sound energy codes result in the development of more efficient and comfortable buildings in Vermont.

The management of grant agreements and contracts, including budget oversight and tracking of funds insures that projects are kept on schedule and funds are spent in an appropriate manner.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

This position may require knowledge of energy codes and standards, and energy efficiency. The ability to synthesize and interpret large quantities of diverse data, and work in a dynamic, rapid paced work environment is essential. Excellent communication skills and the ability to work independently as well as part of a team is important.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

The description for this position is accurate and complete.

4. Suggested Title and/or Pay Grade:

Supervisor's Signature (required): _____ Date: _____

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

Energy Program Specialist 2: Paygrade 25

Personnel Administrator's Signature (required): _____ Date: _____

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

Appointing Authority or Authorized Representative Signature (required)

Date