



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: July 24, 2024
Subject: Grants – JFO #3210

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. This grant is being held for the **July 30, 2024** Joint Fiscal Committee meeting.

JFO #3210: One (1) limited-service position to the Department of Public Service, Thermal Energy Manager. The funding for this position was approved in JFO #3177, the EPA's Climate Pollution Reduction Grant. The grant was awarded to the Agency of Natural Resources with the expectation that some funds would be sub awards to participating agencies involved in updating Vermont's Climate Action plan. The DPS will receive a \$500,000.00 sub award to support the limited-service position through 6/30/2027. The Thermal Energy Manager will support the coordination of Vermont's Comprehensive Energy Plan with the Vermont Climate Action plan, as well as administer federal funding to support thermal efficiency measures. *[Received July 11, 2024]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions ahead of the Joint Fiscal Committee meeting. A representative from the Department of Public Service will be available for questions at the July 30, 2024 Joint Fiscal Committee meeting.



State of Vermont
Department of Human Resources
120 State Street, 5th Floor
Montpelier, VT 05620-2505
humanresources.vermont.gov

[phone] 802-461-9903
[fax] 802-828-3409

Agency of Administration

MEMORANDUM

TO: Will Anderson, Budget Analyst, Department of Finance and Management
FROM: David Fuller, Deputy Director of Classification and Position Management
DATE: 2/5/24
SUBJECT: PSD Limited Service Position Request

I have reviewed the attached documentation submitted by PSD for one Limited Service Position titled "Energy Program Manager." I spoke with Melissa Bailey, Director of Efficiency and Energy Resources, who states that the funding for this position is a sub-grant of JFO #3177. I reviewed JFO #3177 and under section 10: Budget Info there is a listing of a \$500K grant in FY24. However I am unable to locate documentation that PSD is the recipient of these grant funds as well as documentation that these funds can be used for this limited service position. Per our conversation you will reach out to PSD and ANR to obtain documentation confirming that PSD will be receiving the above-mentioned funds. The completed Limited Service Position Request Form, RFRs and organizational chart are attached.

Please let me know if you have any questions.



State of Vermont
Office of Climate Action
1 National Life Dr, Davis 2
Montpelier, VT 05620-3901
climatechange.vermont.gov

Agency of Natural Resources

March 28, 2024

June Tierney, Commissioner
Public Service Department (PSD)
112 State Street
Montpelier, VT 05602

Re: Intent to Grant \$500,000 of EPA Climate Pollution Reduction Grant Funds to PSD

Dear Commissioner Tierney:

The purpose of this letter is to document our intent to grant \$500,000 of the Agency's EPA Climate Pollution Reduction Planning Grant funds to the Public Service Department to hire a limited-service position to manage the Department's thermal energy programming. These funds are part of a larger grant awarded to the Agency in 2023 totaling \$3 million and approved by the Joint Fiscal Office on January 18, 2024 (JFO #3177 and JFO #3178). This funding is phase one of a two-phase funding opportunity aimed to support Vermont with climate change mitigation planning efforts. A comprehensive climate action plan will be developed, to overlap with and be synonymous to the required update to Vermont's Climate Action Plan in 2025.

The proposed subrecipient grant to the PSD will support a Thermal Efficiency Program Manager. This position will support the coordination of Vermont's Comprehensive Energy Plan with the Vermont Climate Action plan, as well as support administering unprecedented amounts of federal funding to support thermal efficiency measures. Specifically, the position will:

1. Oversee implementation of thermal sector efficiency programs in Vermont including Energy Efficiency Utility Thermal Energy and Process Fuel (TEPF) programs, Tier 3 Programs, and the proposed Clean Heat Standard (CHS).
2. Identify and secure technical consultants associated with Department's participation in Clean Heat Standard (CHS) proceedings and thermal program verification and evaluations.
3. Develop proposals and make recommendations for changes to TEPF, CHS and/or Tier III governing documents as needed.
4. Produce written testimony, generate comments and recommendations, serve as a witness to advocate on behalf of ratepayers before the Public Utility Commission (PUC) on other general and ongoing CHS and/or Tier III related matters.






5. Responsible for managing the review of Distribution Utility, Energy Efficiency Utility TEPF, and Obligated Entities proposed annual plans, changes in program designs, and compliance reports required by the PUC.
6. Advise the Commissioner and other divisions on energy-related issues.
7. Serve as a liaison between the Climate Action Office and State Energy Office on thermal efficiency to ensure programming and planning is being coordinated.
8. Review and develop innovative energy programs or projects for Department sponsorship or implementation.

Climate Action Staff are working closely with the Business Office to prepare the subrecipient grant in the coming weeks. We appreciate the PSD's support of the Agency in undertaking and completing this work, and we look forward to our continued collaboration on this project.


Sincerely,

DocuSigned by:

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4/3/2024

Julie Moore
Secretary
Agency of Natural Resources

Received by:

DocuSigned by:

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June Tierney
Commissioner
Public Service Department



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

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: 1/26/2024

Name and Phone (of the person completing this request): Melissa Bailey 802-461-6352

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 3177

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

This will be a sub-grant from the Vermont Agency of Natural Resources (ANR). ANR has received a \$3M Climate Pollution Reduction Planning Grant from the U.S. Environmental Protection Agency. (Grant Award AA-1 is attached).

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>
Thermal Energy Manager	1	Energy Efficiency	06/30/2027

*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 Public Service Department is proposing the creation of a limited-service Thermal Program Manager to support planning and coordination of Vermont's thermal sector programs and policies to reduce GHG emissions and reduce energy costs for Vermonters. The thermal sector accounts for more than 1/3 of Vermont's emissions and was unregulated until Act 18 (the proposed Clean Heat Standard). This position will work to ensure that thermal programs under Vermont's Renewable Energy Standard Tier III program, Thermal Energy and Process Fuels programs, the Inflation Reduction Act rebates, and Act 18 are integrated and efficiently designed to maximize benefits to Vermonters.

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)).

June E. Tierney 2/5/2024
Signature of Agency or Department Head Date

David Fuller 2-5-24
Approved/Denied by Department of Human Resources Date

Adam Greshin 5/28/2024 | 8:35:26 EDT
Approved/Denied by Finance and Management Date

Sarah Clark 5/28/2024 | 8:35:26 EDT
Approved/Denied by Secretary of Administration Date

[Signature] July 10, 2024
Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

Energy Program Manager

Job Code	XXXXXX
Pay Plan	Classified
Pay Grade	28
Occupational Category	Administrative Services, HR & Fiscal Operations
Effective Date	X/XX/XXXX
Class Definition	<p>Managerial, professional, policy, planning and technical work for the Department of Public Service involving the development, implementation, and evaluation of energy efficiency and/or renewable energy programs and projects including the oversight of ratepayer funds. Position represents the Department in cooperative endeavors with utilities, businesses, public interest groups and citizens. Work is performed under the supervision of the Efficiency and Energy Resources Assistant Director and Director of Efficiency and Energy Resources.</p>
Examples of Work	<p>Supervises staff and manages projects within the Efficiency and Energy Resources Division. Represents the Department on collaborative, efficiency and/or renewable energy program design teams; presents and assures adherence with Department and other public policy; negotiates resolution of disputes; analyzes and interprets energy and economic data; evaluates programs including review of technologies, economics, proposed program management, marketing and evaluation plans; prepares recommendations and reports for Department leadership. Monitors results of energy program implementation, including analyzing technical, financial, and management reports. Assists in data collection and policy development and implementation related to state comprehensive energy planning. Manages and may represent the Department in the development and oversight of energy programs such as the appointed Energy Efficiency Utility triennial budget and performance goal setting process before the Public Utility Commission. May provide expert testimony before the Public Utility Commission in regulated utility and other energy related proceedings. Informs the VT Legislature through testimony and/or reports on energy efficiency, renewable energy, transportation and heating fuels. May review regulated electric and gas utility plans and projects to ensure energy efficiency is properly evaluated and considered as a least-cost resource.</p>

Oversees and monitors work performed by grantees or contractors, including defining the scope of work, negotiating contracts, and evaluating work products. May work with public and private groups, motivating interest in the development of energy efficiency and/or renewable energy programs, advising on technical and management issues, negotiating agreements, assisting in securing funding and monitoring and evaluating progress and results. Makes written and oral presentations to professional and citizens groups. May supervise, train or mentor Energy Program Specialists. Performs related duties as required.

Environmental Factors	<p>Work is performed in a standard office setting, with some required travel to meetings for which private means of transportation must be available. Some evening, weekend, and overtime work may be required. Extensive interaction with utility representatives, public interest groups, consultants, public and private organizations, and citizens will be expected.</p>
Knowledge, Skills and Abilities	<p>Significant knowledge of energy efficiency and/or renewable energy technologies.</p> <p>Knowledge of the economics and impacts of energy sources and utilization.</p> <p>Significant knowledge of budgetary and financial accounting principles and practices.</p> <p>Significant knowledge of management principles and practices.</p> <p>Experience in administering contracts or grants.</p> <p>Knowledge of basic principles of conflict resolution.</p> <p>Knowledge of principles and practices of program planning and evaluation.</p> <p>Ability to evaluate the cost effectiveness of energy efficiency measures.</p> <p>Ability to synthesize and interpret large quantities of diverse data.</p> <p>Working knowledge of MSWord, MSExcel, MSOutlook.</p> <p>Ability to work independently as well as part of a team.</p> <p>Ability to communicate effectively both orally and in writing.</p> <p>Ability to establish and maintain effective working relationships.</p>

Minimum Qualifications	<p>Master's degree or higher in environmental or energy studies, engineering or other quantitative science, economics, law, public policy or administration, business administration, or a closely related field.</p> <p>OR</p> <p>Bachelor's degree in environmental or energy studies, engineering or other quantitative science economics, pre-law, public policy or administration, business administration, or a closely related field AND four (8) years or more of experience involving management, analysis or development of energy programs, and general knowledge of renewable energy and energy efficiency.</p> <p>OR</p> <p>Eight (10) years or more of experience in environmental or energy studies, economics, public policy or administration, or business INCLUDING four (5) years or more of experience involving management, analysis or development of energy programs, and general knowledge of renewable energy and energy efficiency.</p>
Preferred Qualifications	Masters Degree and/ or Juris Doctor degree.
Special Requirements	N/A

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 _____
Comments:	Effective Date: _____
	Date Processed: _____
Willis Rating/Components:	Knowledge & Skills: _____
	Mental Demands: _____
	Accountability: _____
	Working Conditions: _____
	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: Request Job/Class Title:

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

Vacant Position Number: Current Job/Class Title:

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

Supervisor's Name, Title and Phone Number:

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.*

The Department of Public Service is requesting to create an "Energy Program Manager" position as part of its' overall effort to rationalize the Department's structure, accommodate additional responsibilities, and find efficiencies. The creation of a Manager class will create a section in the Efficiency and Energy Resources (EER) Division that is focused on overseeing the State's three Energy Efficiency Utilites (EEUs) appointed by the Public Utility Commission (PUC), the Renewable Energy Standard Tier III program, Thermal Energy and Process Fuels programs, and thermal programs under Act 18 (the Clean Heat Standard). Due to tasks related to implementing the Vermont Climate Action plan and administering unprecedented amounts of federal funding there is also a need for two Energy Program Manager positions: one for the energy efficiency utility related work and one for thermal efficiency work.

This request is to create a Manager class position that will be supervised by the EER Assistant Director.

This will result in a new, expanded level of direct accountability for a new position, including responsibility for the assignment and supervision of work, supervision, performance of up to three staff positions, and an increased level of accountability for programmatic outcomes. This will in turn free up time for the Director and Assitant Director to focus on high-level program and policy priorities.

Position Task Descriptions:

Energy Efficiency Utility Oversight

A. Organize, plan, manage, and execute the Department's participation in the PUC's proceedings related to the budget-setting, oversight, and regulation of Vermont's EEUs.

1. Serve as the lead witness for the Department in the triennial Demand Resources Plan proceeding to recommend and justify electric and natural gas energy efficiency budgets, benefits, and quantifiable performance indicators for Efficiency Vermont, City of Burlington Electric Department, and Vermont Gas Systems.

2. Project manage the EER Division's participation in the DRP including integration and of staff subject matter experts and their related work products. Provide support to staff to maximize each person's contribution.

3. Identify and secure technical consultants associated with Department's participation in the DRP. Issue requests for proposals, execute contracts, and manage invoicing.
4. Project manage the triennial electric and natural gas Energy Efficiency Potential Study as well as the associated rate and bill impact analysis.
5. Serve as the lead witness for the Department is the EEU Overall Performance Assessment (OPA) every six years, including integration and of staff subject matter experts and their related work products.
6. Develop proposals and make recommendations for changes to the EEU's Orders of Appointments, and Process and Administration governing documents as needed.
7. Participate in regional avoided energy and supply cost study group and propose Vermont specific avoided costs to the PUC for use in screening the cost effectiveness of energy efficiency investments.
8. Produce written testimony, generate comments and recommendations, serve as a witness to advocate on behalf of ratepayers before the PUC on other general and ongoing EEU related matters.
9. Oversee the EEU annual collection and program investment of \$50 million in energy efficiency charge funds including the annual review of EEU proposed energy efficiency charge (EEC) rates pursuant to PUC Rule 5.300.
10. Oversee each of the EEU's Fiscal Agent role to assure accurate accounting of revenue and expenditures. Including providing recommendations for changes to the Fiscal Agent roles and responsibilities to the PUC to ensure the ongoing integrity of reporting.
11. Responsible for managing the review of EEU proposed triennial plans, changes in program designs, budget variance reports, annual reports, quarterly and monthly reports required by the PUC. This includes monitoring EEU progress towards triennial performance indicators and minimum performance requirements and any earned or lost compensation.

Thermal Program oversight

- B. Organize, plan, manage and execute the Department's participation in the PUC's proceedings related to the oversight and regulation of the Renewable Energy Tier III programs, the Clean Heat Standard, and Inflation Reduction Act Home Rebate Programs.
1. Identify and secure technical consultants associated with Department's participation in CHS proceedings and thermal program verification and evaluations. Issue requests for proposals, execute contracts, and manage invoicing.
 2. Project manage Thermal Sector Potential Studies every three years.
 3. Develop proposals and make recommendations for changes to CHS and/or Tier III governing documents as needed.
 4. Produce written testimony, generate comments and recommendations, serve as a witness to advocate on behalf of ratepayers before the PUC on other general and ongoing CHS and/or Tier III related matters.
 5. Responsible for managing the review of Distribution Utility and Obligated Entities proposed annual plans, changes in program designs, and compliance reports required by the PUC. This includes monitoring DU progress towards performance requirements and any earned or lost compensation.

C. General program support

1. Advise the Commissioner and other divisions on energy-related issues.
2. Review and develop innovative energy programs or projects for Department sponsorship or implementation.
3. Respond to consumer, businesses, and legislator questions about energy efficiency, clean energy, etc.

D. Provide policy analysis, recommendations, and testimony on energy related issues and programs.

1. Review state energy-related legislation and provide analysis (including potential impacts of legislation), recommend proposed changes and whether to support passage.
2. Testify on energy issues and utility programs in Legislative Committees and respond to legislative requests for information.
3. Provide expert testimony before the PUC in dockets that cover energy related issues.

E. Manage the energy program related information on the DPS Website.

1. Manage and update the extensive amount of EEU information on the DPS website.

Benefits and purpose of this Position:

The residents, environment, and economy of Vermont benefit from energy efficiency services. The efforts of this position assure that these efforts are cost-effective and comprehensive, and aligned with goals articulated by the Administration. Outcomes include: reduced use of imported energy sources, reduced negative environmental impacts, creation of high quality jobs, lower energy bills and increased affordability, improved competitiveness of Vermont's businesses, increased comfort and health of Vermont residents, and increased security of Vermont's energy supply. The work of the EER Division is also required by Vermont Statute. The EER Division serves as the State Energy Office and designated State Energy Program for the U.S. Department of Energy and is the recipient of annual and one-time funding from DOE.

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, heating fuels, and transportation fuels.

Businesses - Facilitate change by providing information on energy efficiency. Maintain relationships and information exchange mechanisms critical to the State's interests. Build consensus to implement state energy policy. Work with existing and new businesses to build the clean energy workforce in Vermont.

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

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

Other Vermont Agencies - Collaborate on projects of shared interest, specifically with the Office of Economic Opportunity and the Department of Health. Inform other state agencies on energy efficiency issues.

Other state and federal government agencies - Inform policymakers on Vermont-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. Prepare policy and analysis.

Media - 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, MSTeams, and MSOutlook. MS Powerpoint and web publishing software knowledge is also useful.

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.

The position requires a firm understanding of utility regulation, energy efficiency program design and evaluation, and the ability to work with complex models and a wide variety of people.

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:

This position will directly supervise and be responsible for the performance of up to three existing EER Division Energy Program Specialists and Utility Analysts.

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 will operate with more autonomy and independence than an Energy Program Specialist III, seeking input from the Assistant Director and Director of EER as required. Position will be responsible for assigning work to EER staff and ensuring performance standards are met. Work product will be reviewed less than that of an Energy Program Specialist III and as needed based on the degree of importance and technicality. This position's performance will be reviewed by the EER Assistant Director.

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.

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

Economic - Energy efficiency occurs within the context of the economy, and should be cost-effective for Vermonters. 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 as promulgated by the Vermont Public Utility Commission.

This position also requires the ability to organize and conduct studies of complex energy efficiency 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.

This position requires supervisory skills and project management skills.

The knowledge required for this position takes many years to develop.

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.*

This position oversees significant budgets for EEU and/or thermal programs. One example is the EEU budgets. The cost of this work is \$165 million for the 2021-2023 performance period. The value of the benefits to Vermont residents and businesses far exceed this amount. The EER Division is responsible for verifying the savings claimed by the EEUs, DUs and, eventually obligated entities under a Clean Heat Standard program including, but not limited to evaluating the programs to ensure a maximization of benefits for the State.

Promote equity in program design and delivery and ensure that efficiency programs are aligned with Department priorities and State policy goals.

This position will be engaged in determining how \$60 million in Federal Inflation Reduction Act funding dovetails with EEU and DU programs to help ensure cost-effective programs with optimized impacts that enhance equity .

This position must preserve confidential information. This may include competitively sensitive information collected from 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 PUC.

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 to PUC, legislative, and consumer requests	Frequently
High-priority tasks 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%
Internal meetings, driving/travel to meetings out of the office, 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?

Establishing broad priorities for the Division in its regulation of thermal energy providers. Managing and executing the Department's participation in the PUC proceeding related to the budget and goal setting for the Default Delivery Agent under the Clean Heat Standard, which has direct impact on almost every individual and business in the state.

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?

Understanding of the myriad thermal sector policies and programs in Vermont. Knowledge of utility regulation is also critical when taking the lead for the PUC proceeding to set the three year budgets and goals. Systems thinking, in order to grasp and appreciate the scope and inter-relatedness of the energy sector which we are trying to shape through policy and programs. Quantitative analysis, in order to be able to analyze options and enable decision-making with rigorous supporting documentation. Writing ability, to turn all of the above into reports, regulatory filings, etc.

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

N/A

4. Suggested Title and/or Pay Grade:

Energy Program Manager/PG 28

DocuSigned by:
Kelly Launder
E405FFB78963499...

Supervisor's Signature (required):

Date: 1/29/2024

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).

N/A

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (**required**):

DocuSigned by:
Trishia Brooks
577C7FA8685D4E3...

Date: 2/2/2024

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:

Energy Program Manager 28

DocuSigned by:

June E. Tierney

1/29/2024

Appointing Authority or Authorized Representative Signature (**required**)

Date

Chart H Energy Efficiency Services Division

