

**OHIO DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: ENERGY ANALYST 2

Position Number: 20080430

Starting Salary: \$24.74 hr. / \$51,459 yr.

Job Classification/Status: Classified

Division/Office: Community Services/Community Assistance

Location: 77 South High Street, 25th Floor, Columbus, Ohio

Work Hours: 8:00am – 5:00pm, M-F

Pay Range: 32

Bargaining Unit: 14

Supervisor: Anthony Howard – Manager, Energy

DATE POSTED: JANUARY 17, 2020

DEADLINE FOR APPLYING: FEBRUARY 3, 2020

Job Duties:

Reviews fiscal records & reports compliance for Energy Section programs; prepares correspondence & monitoring reports regarding grantees & program activities; updates & enters energy data on computer & into US Department of Energy (i.e., DOE) system; coordinates signature & distribution of grant amendments; maintains records on customer relationship & requests for information & materials; maintains internal & external communications (e.g., within Agency, with other government agencies) on Office of Community Assistance (i.e., OCA), Energy Section programs; maintains progress & project files according to office & department standards; performs other job-related duties as assigned.

Acts as program analyst for OCA, Energy Section programs focused on industrial, commercial, residential & community customers (e.g., ENERGY STAR awareness, Home Performance, consumer education involving energy efficiency, green building, renewable energy, building codes, k-12 education, workforce training opportunities, & other related energy programs) & energy programs (e.g., Energy Loan Fund, State Energy Plan, Advanced Energy Fund) & participates in developing & administering new energy programs, policies & procedures for OCA; analyzes energy programs, availability of resources, program scope & accuracy of existing data; provides advice to grantees, government officials & general public.

Develops, conducts & attends energy training seminars & meetings; prepares, coordinates & staffs exhibit displays at seminars & meetings; maintains records, data documentation & reports; collaborates regarding energy operations with various stakeholders such as residential customers, technical colleges & universities, local school districts, federal officials, local governments, transportation officials, non-profits & other officials in energy community; composes, writes, reviews & edits Ohio-specific technical communications & public education materials; researches & prepares case studies; prepares periodic & on-demand reports on energy program activities, public awareness & other indicators as requested. Demonstrates commitment to sound metrics, accountability & transparency while ensuring quality customer service.

Minimum Classification Qualifications (a test may be given as part of the selection process):

Completion of undergraduate core program in environmental/energy sciences or mechanical engineering or business administration/public administration or political science; 12 months training or 12 months experience in evaluating/monitoring &/or implementing energy programs commensurate with approved PD on file; must be able to provide own transportation.

-Or 36 months training or 36 months experience in building technology or analyzing/monitoring energy programs commensurate with approved PD on file; must be able to provide own transportation.

<p>The final candidate selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.</p>

TO APPLY, VISIT <http://careers.ohio.gov> or www.ohiomeansjobs.com

OR

SUBMIT APPLICATION TO:

Ohio Development Services Agency, Human Resources Office

77 South High Street, 27th Floor, Columbus, Ohio 43215-6130

Fax: (614) 644-9030

The State of Ohio is an Equal Opportunity Employer