

State of Minnesota		EMPLOYEE'S NAME	
POSITION DESCRIPTION A			
AGENCY/DIVISION		ACTIVITY	
Commerce / Division of Energy Resources		State Energy Office	
CLASSIFICATION TITLE	WORKING TITLE (if different)	POSITION CONTROL NUMBER	
SPA Coordinator	Guaranteed Energy Savings Program Manager		
PREPARED BY	PREVIOUS INCUMBENT	APPRAISAL PERIOD	
Janet Streff	None		
EMPLOYEE'S SIGNATURE (this position description accurately reflects my current job)	DATE	SUPERVISOR'S SIGNATURE (this position description reflects the employee's current job)	DATE

POSITION PURPOSE: This position exists to design, develop, implement and manage the Guaranteed Energy Savings Program to assist state agencies, local governments and school districts adopt cost-effective energy efficiency and renewable energy strategies that will result in job creation and reduction in non-renewable energy use.

Reports to: SEO Manager

Supervises: None. Once the Office is established and permanent funding stream from building renovations is available, then additional staff may be hired.

Budget: \$400,000 to 800,000 estimated annual

Clientele: Department staff, Minnesota state agency management, local government representatives, school district representatives, non-profit organizations U.S. Department of Energy officials, energy service companies, labor and contractors representatives, and others involved or interested in local government energy efficiency and renewable energy programs.

POSITION	EMPLOYEE'S NAME	POSITION CONTROL NUMBER
DESCRIPTION B		

Responsibility No.: 1
Priority: A
Percent of Time: A
Discretion: 30

PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS:

Design, develop, implement and manage an Office of Guaranteed Energy Savings Programs that will assist public building owners to adopt cost-effective energy efficiency and renewable energy strategies that will result in a reduction in non-renewable energy use.

Tasks:

1. Coordinate with Department of Administration to ensure all affected state agencies comply with requirements of Executive Order 11-12, specifically:
 - a. Establish site-specific goals for reducing energy usage in the buildings under its custodial care.
 - b. Identify and list of all major energy-consuming building systems under its custodial care.
 - c. Identify and implement best operational management practices and cost-effective EERE improvements.
 - d. Track energy consumption in the B3 Energy Benchmarking Program.
 - e. Assess building automation systems and monitoring points in state-owned buildings and identify their effectiveness.
2. Initiate and establish a Minnesota Energy Services Coalition chapter (ESC), in partnership with state and local government, energy service companies, and other stakeholders:
 - a. Participate as a Department representative in the state chapter.
 - b. Identify and establish voluntary standards, best practices, and outreach strategies to advance the utilization of guaranteed energy savings performance contracting.
 - c. Develop strategies to use ESC Chapter members to provide educational resources to stakeholders.
3. Expand the demand and market for guaranteed energy savings contracts and other cost-effective EERE implementation strategies.
4. Work with the ESC members and appropriate state agencies to streamline procurement processes.
5. Monitor ESC chapter effectiveness, develop additional effective program strategies as needed, and implement program improvements.

Responsibility No.: 2
Priority: A
Percent of Time: A
Discretion: 55

PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS:

Develop, coordinate and provide technical assistance to state agencies, local units of government, and school districts that elect to implement energy savings and renewable energy improvements through guaranteed energy savings contracts and other implementation options:

POSITION DESCRIPTION B	EMPLOYEE'S NAME	POSITION CONTROL NUMBER
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Tasks:

1. Assist ESC project teams working with public sector decision-makers to assess implementation options and advising on contracting process and financing options (grants, bond, available budget, leasing, etc.)
2. Educate decision-makers, facility and administrative staff on the value and cost savings that could result from a guaranteed savings energy contract.
3. On request, provide services to public sector clients:
 - a. Facilitate the procurement and selection of an Energy Service Company (ESCO), following state procedures and requirements, and ESC recommendations.
 - b. Advise on contract issues and negotiation processes, and review and comment on proposed contracts.
 - c. Participate in meetings with the ESCO.
 - d. Review and comment on engineering audits and proposed contracts
 - e. Review and comment on monitoring and Measurement & Verification (M&V) plans.
 - f. Review savings reports for accuracy and reasonableness.
 - g. Facilitate communications throughout negotiation process to ensure client’s expectations are appropriate and are met by contractor.
 - h. Follow up with clients to ensure that savings are achieved as expected and assist monitoring and verification as needed.

Responsibility No.: 3
Priority: A
Percent of Time: A
Discretion: 10

PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS:

Provide additional proposals, studies, and tasks as required by Executive Order 11-12.

Tasks:

1. Develop a proposal to provide ongoing funding for the Office of Guaranteed Energy Savings Programs’ services to state agencies, local governments and school districts.
2. Analyze barriers to the development of renewable energy projects by state agencies, local governments or other public sector entities, and recommend modifications to current law or administrative procedures, or both, to address those barriers.
3. Coordinate with the Department of Employment and Economic Development to develop a list of Minnesota suppliers of applicable energy efficiency and renewable energy equipment.
4. Track and participate, in partnership with other state agencies, the relevant aspects of the federal “Better Buildings Initiative,” especially as it pertains to funding through “Race to the Green.”
5. Coordinate with the University of Minnesota, the Minnesota State Colleges and Universities, the Metropolitan Council and the Metropolitan Airports Commission to encourage their evaluation of the use of guaranteed energy savings contracts as a means of implementing their energy efficiency and renewable energy improvements.

POSITION DESCRIPTION B	EMPLOYEE'S NAME	POSITION CONTROL NUMBER
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Responsibility No.: 4
Priority: B
Percent of Time: B
Discretion: 5

PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS:

Conduct special projects at the request of Department of Commerce managers or the Deputy Commissioner, or at the request of the Legislature, with the approval of Department managers.

POSITION	EMPLOYEE'S NAME	POSITION CONTROL NUMBER
DESCRIPTION C		

NATURE AND SCOPE

RELATIONSHIPS: Both verbal and written communication of formal (requests, reports) and informal nature is used to carry out the responsibilities of this position. The position works to develop and implement programs and communicates on behalf of the department to department management, legislative staff, and representatives of Minnesota local governments and school district, and Minnesota businesses. The position also may work with special advisory committees of outside experts to identify and make recommendations on how programs and policies can be changed to result in greater energy efficiency outcomes. Projects are initiated within the State Energy Office, the Division of Energy Resources and the department and are coordinated with appropriate external parties to ensure full communication.

KNOWLEDGE, SKILLS AND ABILITIES: This position requires extensive technical and programmatic knowledge in the area of energy efficiency and conservation in public sector buildings. This position requires a thorough foundation in the principles and practices of guaranteed energy savings programs. The employee must have the ability to understand the overall policy objectives of the program to be developed and implemented and possess extensive technical knowledge of various energy efficiency and renewable energy technologies that may be used within this program sufficient to critique and evaluate the work done by outside entities. An understanding of the relationships between energy use and environmental impacts, economic development and energy security issues in order to encourage the use of all clean energy technologies is also required.

This position requires excellent verbal and written communication skills. Writing skills are necessary to complete reports and correspondence. Verbal skills are required to effectively present issues to a wide variety of audiences. Human relations skills are important when coordinating a wide-ranging public-private partnership. Also a combination of good verbal skills coupled with human relations skills are necessary to communicate to and lead staff and external stakeholders to meet established program guidelines.

Qualitative and quantitative analysis skills are needed to evaluate program results and develop program guidelines. Project management skills are needed to assure timely completion of program elements. Knowledge of governmental budgeting and legislative processes are necessary to demonstrate political astuteness to coordinate the program's initiatives and to establish ongoing work agreements and priorities.

PROBLEM SOLVING: This position must be able to overcome problems involved with designing new programs. Problems can be as complex as how to develop a process that will meet regulatory requirements and the expectations of the client base being served to prioritizing the work of OES team members or reviewing the technical requirements for program eligibility. Because the program being implemented is new, problems may be encountered that have not been dealt with previously. The position has latitude to develop new procedures to resolve the problem, ensuring that the resolution is consistent with existing policies. Resolution requires the ability to understand the overall policy objectives and mandated requirements and look at new alternatives for a solution.

POSITION DESCRIPTION C	EMPLOYEE'S NAME	POSITION CONTROL NUMBER
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FREEDOM TO ACT: This position often represents the administration, commissioner and department to the federal government, state government, local government, and the business community. The employee has a great deal of independence, but must use discretion when conveying information. Practices and procedures are covered by precedents, general process considerations or a review of results with the State Energy Office manager. Reporting is generally informal status reports or an occasional meeting at major decision points. It is up to the employee to notify management when key policy decisions are needed. The position's freedom to act is limited by state and federal laws, state and federal program regulations and departmental policies.