

**STATE OF MINNESOTA  
POSITION DESCRIPTION A**

**Agency/Division:** Commerce / Energy – SEO  
**Classification Title:** SPA Senior  
**Working Title:** Guaranteed Energy Savings Program Project Manager  
**Reports to:** State Energy Office Manager

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Employee Signature                      Date                      Supervisor Signature                      Date

**Position Purpose:**

This position exists to administer on-going activities of the Guaranteed Energy Savings Program (GESP) by providing project development support, coordinating public information and program promotion and acting as primary liaison with the USDOE Better Buildings Challenge team under the direction and in coordination with the GESP Program Manager.

**Reports To:** State Energy Office Manager, SPA Coordinator as Lead Worker  
**Supervises:** None  
**Budget:** As allocated from SEO budget  
**Clientele:** Department staff, Minnesota state agency management, local government representatives, school district representatives, non-profit organizations, U.S. Department of Energy officials, energy services companies, labor and contractor representatives, and others involved or interested in state & local government energy efficiency and renewable energy programs.

**Responsibility:** 1  
**Priority:** A  
**Percent of Time:** 50%  
**Discretion:** A

## **PRINCIPAL RESPONSIBILITIES**

**In coordination with GESP Program Manager, support the development and growth of GESP**

1. Coordinate GESP website updates, working with PBEEEP and other Energy Savings Programs staff; updates include program content, literature, and updated contract and procurement documents /files.
2. Monitor Energy Savings Programs mailbox for GESP enquires and respond accordingly.
3. Coordinate GESP introductory meetings with public entities.
4. For assigned GESP projects, support project development efforts of state institutions by providing consultation, guidance, review and oversight including;
  - a. Opportunity assessment
  - b. Site-Specific RFP development
  - c. ESCO selection
  - d. Project proposal review
  - e. Work order contract development
  - f. Project implementation
  - g. Review of annual M&V reports
5. Maintain the GESP Project Pipeline Report; entering updates on a weekly basis with project opportunity changes in status and action plans.
6. Develop strategies to use local Energy Services Coalition members to provide educational resources to stakeholders.
7. In support of the Energy Efficiency Committee for State-owned Buildings; query B3 Benchmarking system to obtain agency status on data entered and energy use; gather information from agency contracts on system useful life, site specific goals, BAS/Controls assessment and ECM implementation; take meeting minutes and prepare for distribution.

**Responsibility:** 2  
**Priority:** A  
**Percent of Time:** 15%  
**Discretion:** A

## **PRINCIPAL RESPONSIBILITIES**

**Administer changes and enhancements to the B3 Benchmarking System**

1. Coordinate activities of The Weidt Group Inc. in their efforts to maintain and enhance the capabilities of the B3 Benchmark Database in support of SEO programs and public sector users.
2. Assist state agencies with understanding and use of the B3 Benchmarking System for their compliance with EO 11-12.

**Responsibility:** 3  
**Priority:** A  
**Percent of Time:** 15%  
**Discretion:** A

## **PRINCIPAL RESPONSIBILITIES**

**Develop, coordinate and implement activities with state that promote the development of renewable energy in public buildings through administration of specific components of Executive Order 11-12.**

1. As part of EO 11-12, 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, administrative procedures, or both to address barriers.
2. Coordinate with the Department of Employment and Economic Development, and other appropriate Commerce staff, to develop a list of Minnesota suppliers of applicable energy efficiency and renewable energy into buildings, and update the list with DEED annually.
3. Work with GESP Program Manager and Commerce solar staff as part of Commerce team to provide resources to public sector entities that desire to install renewable energy as part of GESP.

**Responsibility:** 4  
**Priority:** A  
**Percent of Time:** 15%  
**Discretion:** A

## **PRINCIPAL RESPONSIBILITIES**

**Administer the Better Buildings Challenge project**

1. Act as primary liaison with USDOE BBC team, conducting regular calls, providing them with required data and attending BBC meetings as required.
2. Ensure appropriate B3 data is provided for state buildings to BBC on a regular basis.
3. Work with GESP Program Manager to coordinate the BBC Performance Contracting Accelerator Program with the ongoing BBC Challenge program.

**Responsibility:** 5  
**Priority:** A  
**Percent of Time:** 5%  
**Discretion:** B

## **PRINCIPAL RESPONSIBILITIES**

**Perform other duties as assigned by SEO Manager, Deputy Commissioner or Commissioner.**

## POSITION DESCRIPTION C

### Relationships:

Both oral and written communication of formal (requests, reports) and informal nature is used to carry out the responsibilities of this position. The position works to implement programs. The position also works with special advisory committees of outside experts for certain projects. Projects are initiated within the State Energy Office and are coordinated with other appropriate division staff and organizations to ensure full communication within the Division of Energy Resources, full use of staff resources, and project completion. External correspondence and publications are subject to standard department editing and quality parameters.

### Knowledge, Skills and Abilities:

This position requires extensive knowledge in the area of renewable energy and energy efficiency issues. The position also requires extensive knowledge of various energy issues, policies, and technologies to manage programs that will demonstrate the viability of these technologies in saving energy for Minnesota. In addition, a basic knowledge of the relationships between energy use and environmental impacts, economic developments and energy security issues in order to encourage the use of all modern energy technologies.

This position requires excellent verbal and written communication skills. The position requires written reports for state and federal reporting. Oral skills are required to effectively present issues to a wide variety of audiences. Human relations skills are important when dealing with the public, interest groups and for coordinating activities within the agency. Project management skills are needed to assure timely completion of programs. Good analytical skills are necessary to read and understand technical reports and articles relating to energy conservation technologies.

### Problem Solving:

This position must be able to overcome problems involved with initiating projects, writing consultant contracts, keeping projects moving toward a timely and useful conclusion, and formulating new projects and budgets. This position coordinates complex activities across multiple stakeholder situations and must be able to communicate the importance of renewable and modern energy technologies.

### Freedom to Act:

This position often represents the administration, commissioner and department to the general public and as such has a great deal of independence, but must use a great deal of discretion when conveying information. However, the State Energy Office manager and GESP Program Coordinator must be kept informed of progress and of the status of all activity. Reporting is typically a weekly status report or an occasional meeting at major decision points. Approval must be obtained from higher authority on the budget for each project. The position's freedom to act is limited by state and federal laws, state and federal program regulations and departmental policies.

### Standards for Professional Work Ethic and Conduct

All workplace and work-related behaviors will demonstrate that we take pride in our careers, respond professionally and timely to our customers, and embrace diversity and innovation within the workplace. Employees will demonstrate their professional work ethic through the following:

1. Acknowledging and upholding a high standard of professional conduct as a government employee of the state of Minnesota who has been trusted with responsibility for carefully and efficiently managing

public funding and resources for the benefit of all Minnesota citizens;

2. Arriving at work on time, using time wisely and efficiently, using sick leave only for legitimate purposes and maintaining personal appearance and work habits at a professional level;
3. Working as an effective team member with other co-workers by demonstrating a positive, problem-solving attitude; communicating respectfully, openly and honestly; providing continuous feedback on work being performed; crediting those who have been creative and worked hard and acknowledging and correcting one's own mistakes when they occur;
4. Demonstrating interactions and communications that are respectful by acknowledging divergent views and resolving disputes in a non-combative manner and by addressing concerns and conflicts promptly, respectfully, and directly with the individual(s) involved. Unresolved issues should be brought to the immediate supervisor for resolution and, if necessary, up through the chain of authority;
5. Respecting departmental processes, such that Commerce decisions are supported, departmental systems are upheld, and striving to continuously improve those systems;
6. Being respectful of human rights of all employees and clients regardless of race, color, creed, religion, national origin, sex, marital status, socioeconomic status, disability, sexual orientation or age and by maintaining an atmosphere free of sexual harassment; and
7. Participating in cross-cultural workshops, seminars, community events and other work-related and personal growth opportunities in order to develop and enhance knowledge, skills and ability to successfully participate in a diverse workforce at Commerce, so that we are able to effectively achieve the department's mission to ensure equitable commercial and financial transactions and reliable utility services for all Minnesotans.