



## The Hawaii State Energy Office has an exciting employment opportunity.

### ENERGY ANALYST

This position provides project management support for the design and implementation of the Hawaii State Energy Office's portfolio of clean transportation program activities and projects in support of achieving the state's energy goals and policies.

The position interfaces with stakeholders at the legislature, Public Utilities Commission (PUC), State departments, industry, public and other stakeholder groups ensuring alignment of messaging state clean transportation policy with the overarching state energy policy; participates in regular communications with members of the Hawaii Clean Energy Initiative, Hawaii Department of Transportation (HDOT) Sustainable Transportation Forum, national laboratories, and contractors; ensures follow-up communication with businesses, energy developers, researchers, and the public; ensures accuracy, clarity and timeliness of information, data, and updates provided in presentations, publications, and on line; answers questions about Hawaii's energy objectives, opportunities, permitting requirements, laws, incentives, organizations and information resources; coordinates updates to energy databases, web pages, monthly and quarterly data reports, and training information.

### MINIMUM QUALIFICATION REQUIREMENTS

**Knowledge:** This position requires knowledge of conventional and renewable vehicles and refueling / recharging infrastructure; understanding of Federal, State and County government functions, organization and governing laws; characteristics and economics of energy systems; public relations; State government operations; and Federal grant and reporting requirements.

**Skills/Abilities:** This position requires the ability to carry out the functions of the position; read and comprehend laws, rules, regulations, and technical reports; develop detailed implementation plans and well-researched recommendations; analyze facts and develop sound conclusions; monitor and administer projects, grants, and contracts; draft testimony; communicate effectively, orally and in writing, with a variety of technical and non-technical audiences; develop and maintain effective working relationships with others; coordinate the work of project team members; write clear and concise reports and correspondence; use computers for word processing, numerical analysis, research, communication, presentations, and information dissemination; and manage projects, information and expenses in an organized fashion and with a high degree of accuracy.

**Education:** The minimum level of education needed for the position is graduation from an accredited 4-year college or university with a bachelor's degree in social, physical, business, or natural science such as one of the following: economics, business or public administration, sociology, psychology, mathematics, physics, engineering, biology, chemistry, statistics, journalism, public planning, accounting, or equivalent.

(more)



**Experience:** One year of professional experience in clean transportation and/or alternative fuel vehicles and two years of professional experience in any of the following: energy, transportation, sustainability, engineering, law, public policy, economics, or research.

**Other:** Full-time equivalent graduate-level study of business, law or engineering may be substituted for the work experience requirement on a year-for-year basis. Other combinations of education and/or experience may be allowed, subject to review and acceptance by the Energy Program Administrator and/or designee.

**Citizenship Requirement:** The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

#### **OTHER INFORMATION**

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Salary commensurate with prior work experience. Send comprehensive resume, cover letter, and salary history to:

**Donna Mau**

[donna.mau@hawaii.gov](mailto:donna.mau@hawaii.gov)

Application Deadline: May 26, 2017

AN EQUAL OPPORTUNITY EMPLOYER