

STATE OF HAWAII POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Class Title:	Renewable Energy Specialist
Position Number:	XXXXX
Department:	Business, Economic Development & Tourism
Division:	Hawai'i State Energy Office
Section:	N/A
Unit:	N/A
Geographic Location:	Downtown Honolulu (<i>O'ahu residency required.</i>)

II. INTRODUCTION

This position is located in the Department of Business, Economic Development & Tourism (DBEDT), Hawaii State Energy Office (HSEO). HSEO pursues the State's vision of powering Hawai'i's economy and promoting energy security through clean energy.

The HSEO is administratively attached to the Department of Business, Economic Development, and Tourism. Pursuant to HSEO 196-71, HSEO shall: 1) Provide analysis and planning to actively develop and inform policies to achieve energy efficiency, renewable energy, energy resiliency, and clean transportation goals with the legislature, public utilities commission, state agencies, and other relevant stakeholders; (2) Lead efforts to incorporate energy efficiency, renewable energy, energy resiliency, and clean transportation to reduce costs and achieve clean energy goals across all public facilities; (3) Provide renewable energy, energy efficiency, energy resiliency, and clean transportation project deployment facilitation to assist private sector project completion when aligned with state energy goals; and (4) Engage the private sector to help lead efforts to achieve renewable energy and clean transportation goals through the Hawaii clean energy initiative. Further, HSEO shall be the State's primary government entity for supporting the clean energy initiative.

The HSEO is a catalyst for the state's clean energy transformation by serving as a trusted resource for the community and providing energy sector stakeholders with information, analysis, tools, and technical assistance needed to achieve Hawai'i's ambitious clean energy and climate goals.

This position provides and supports the technical, analytical, coordination, administration and organizational functional capabilities required by HSEO's mission to promote energy efficiency, renewable energy, and clean transportation to help achieve a resilient, clean energy, decarbonized economy.

Topic areas assigned to this position are expected to include geothermal energy, energy and/or environmental law and policy, Topics may be assigned or adjusted based on funding, projects, and workload.

III. MAJOR DUTIES & RESPONSIBILITIES

- A.** Participate in the implementation of energy programs to promote renewable energy, decarbonization, and affordability. **35 %**
1. Proactively identify opportunities, barriers, and market gaps affecting appropriate and cost-effective development or application of suitable technologies in the topic area. Develop proposals (for management approval) for funding, tools, and partnerships to encourage private and public exploration, research, and appropriate development in the assigned topic area. [1,2]
 2. Research and provide detailed analysis on technical and complex energy topics and draft information and responses for review and approval. [1,2]
 3. Receive and respond to telephone, email, written, and in-person requests for information. [1,2]
 4. Proactively develop and update online information to address frequently asked questions and requests. [1,2]
 5. Keep up to date on developments, failures (including causes), and credible examples of successful energy projects and programs, both in Hawaii and in other locations. [1,2]
 6. Work with internal and external experts to understand concerns, address issues, and identify effective communication channels. [1,2]
 7. Actively participate in live and recorded events, including exhibits, workshops, conferences, hearings, seminars, presentations, podcasts, and meetings. [1,2]
 8. Provide relevant and credible information for use in outreach materials. [1,2]
 9. Plan, organize, and conduct workshops, seminars, and conferences on the assigned and related topic areas. Develop recommendations for, and evaluate the effectiveness of, these activities with program participants. [1,2]
 10. Participate in (author, review, edit) staff studies, written and oral reports, and recommendations, using high quality research methods and the use and citation of credible sources. [1,2]
 11. Draft articles for publication. [1,2,3]
 12. Participate in revising and updating programs, as well as preparing semi-annual reports, budget revisions, grant requests,

and project proposals. Prepare other periodic reports as required.
[1,2]

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| B. | Serve as a subject matter expert and technical advisor on matters relating to the assigned topic areas. | 35 % |
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| 1. | Serve as the subject matter expert in the assigned topic areas.
[1,2,3] | |
| 2. | Serve as backup and assistant subject matter expert for other topic areas and cultivate a general understanding of Hawai'i's energy objectives and HSEO's scope. [1,2] | |
| 3. | Gather, compile, update, and prepare, for internal and external audiences, information on energy potential, resources, and environmental aspects (including resources; technology pathways; benefits; impacts; financial, social, and political barriers; and incentives in Hawai'i). [1,2,3] | |
| 4. | Review and provide comments on relevant plans and proposals.
[1,2,3] | |
| 5. | Support the preparation of grant proposals, including justification of project scopes and alignment with State energy policy, budgets, and timelines. Serve as the party responsible for project planning, execution, management, evaluation, and reporting. [1,2,3] | |
| 6. | Develop, manage, and provide oversight of project contracts, including securing appropriate administrative approvals; securing matching program support as required or appropriate; executing and implementing project contracts to ensure compliance with procurement laws, processes, reporting, and procedures. [1,2] | |
| 7. | Develop, evaluate, draft, and recommend proposed legislation on the topic and related functional areas; provide oversight in the review and preparation of analysis of legislation under consideration; coordinate with government and industry stakeholders; and formulate and recommend HSEO positions and testimonies. [1,2] | |
| 8. | Support HSEO efforts to analyze, communicate, and engage with organizations, experts, communities, permitting agencies, regulators, project developers, decision-makers, task forces, the public, and others regarding siting, sizing, financing, bidding, and permitting energy projects in Hawai'i. [1,2,3] | |
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| C. | Perform complex research and technical analysis as needed. | 20 % |
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| 1. | Complete or review life cycle analysis (LCA) and review life cycle emissions claims as necessary. [1,2,3] | |

2. Assemble and provide key information, analyses, reports, and other materials for presentation to or consideration by the public, industry stakeholders, decision-makers, community groups, or others as needed. [1,2]
 3. Support, convene, and possibly lead inter-agency efforts to assess and evaluate economic costs, benefits, or impacts. [1,2,3]
- C. Energy Assurance and Emergency Preparedness. 5 %**
- Support the energy assurance and emergency preparedness functions of HSEO; be trained and ready to participate in the State Emergency Response Team. [1,2]
- D. Other Duties as Assigned. 5 %**
- 100 %**

Essential Functions

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

Evidence Used in Determining Essential Functions Considered:

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 101070

Class Title: Energy Program Manager

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

Instructions are limited to specific priorities and the results expected. The employee is required and expected to plan and carry out the necessary work activities independently, or with minimal, general guidance when appropriate.

2. Assistance Provided.

The employee takes care of all aspects of the work independently but is expected to inform the supervisor when unforeseen events or circumstances require significant changes, such as changing priorities and the need for assistance from others.

3. Review of Work.

The supervisor does not check the accuracy of the individual work assignments but does check to make sure that the major issues are addressed, and the style and content suit the audience. Accuracy and completeness are expected. When appropriate, completed work is evaluated on the basis of results achieved.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available.

State, Federal, and departmental policies and procedures are followed as appropriate.

2. Use of Guidelines.

Guidelines are used as needed and when applicable. The supervisor is consulted when there is serious doubt as to procedures to follow in unusual situations.

V. MINIMUM QUALIFICATIONS

A. Knowledge:

The employee is expected to have the requisite level of knowledge and expertise in energy technologies and systems; the characteristics, performance, and economics of energy resources; and the interrelationships between technical, environmental, and economic factors that shape energy policy and planning.

This position requires the ability and willingness to continually learn energy technologies and systems, as well as applicable Federal, State, and County government functions, organization, and governing laws.

The employee is expected to be able to use Excel for data collection, organization, and analysis, as well as other Microsoft Office applications such as Word for technical writing and correspondence, and PowerPoint for presentations. Proficiency with collaboration platforms such as SharePoint, Teams, and Zoom is also required. The employee should be comfortable learning and applying new software tools, data visualization applications, and

information management systems as needed to effectively support program and project activities. Knowledge of GIS, Python, or R for data analysis and visualization is highly desirable.

B. Skills/Abilities:

This position requires a high level of analytical rigor and technical writing ability to produce accurate, clear, and concise reports, correspondence, and briefing materials. The employee must be capable of collecting and critically analyzing data, managing multiple projects and priorities simultaneously, speaking confidently before groups, and maintaining organized and transparent records of projects, information, and expenses

The employee is expected to be a quick learner with excellent oral and written communication skills; highly organized, reliable, and able to respond effectively and appropriately to emerging issues. They must demonstrate the ability to work collaboratively with others, both as a team member and as a team leader, while also excelling in independent work.

The employee must be able to plan, organize, develop, and execute responsibilities with minimal supervision; to recognize problems, developments, and emerging regulatory or legislative issues promptly; and to apply strong analytical and research skills to evaluate their significance. This includes assembling, interpreting, and analyzing information from federal, state, and county agencies and other credible sources, as well as synthesizing complex information into clear findings and actionable recommendations. The employee must be able to effectively facilitate and engage in communications and meetings with internal and external stakeholders, both in-person and remotely.

C. Education:

Graduation from an accredited four-year college or university with a bachelor's degree in a relevant discipline. Acceptable fields of study include, but are not limited to: economics, mathematics, physics, engineering, biology, chemistry, statistics, geology, environmental science, urban and regional planning, Hawaiian studies, business or public administration, law and policy, or a closely related field that provides preparation for technical and/or policy analysis in the energy sector.

D. Experience:

A minimum of one year of professional experience in the subject area and one year of professional experience in any of the following: energy, engineering, law, public policy, economics, or research.

E. Required Licenses, Certificates, etc.:

N/A

F. Substitutions Allowed:

Full-time equivalent graduate-level study in an applicable field 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 Supervisor.

VI. DESIRABLE QUALIFICATIONS

Knowledge of or experience with studies of energy systems, energy technologies, geographic information systems, and Hawai'i's economy is desirable. Also desirable: willingness and ability to obtain certification as a life cycle assessment certified professional.

VII. TOOLS, EQUIPMENT & MACHINES

The position requires use of personal computer and peripheral equipment/software, telecommunications device(s), printer, copy machine, scanner, and other office machines, equipment, and tools.

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.