

STATE OF NEBRASKA CLASS SPECIFICATION
ENERGY POLICY ADVISOR

EST: 10/09 - REV: 00/00
CLASS CODE: G51510

DESCRIPTION: Under general direction, develops and implements Nebraska Energy Plan. Researches policy issues on a variety of energy related topics; drafts new/revised agency policies. Provides technical assistance to the agency in the areas of conventional systems, new technologies, climate change and renewable energy; serves as advisor to Director; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Research policy issues related to renewable energy, state and federal legislation and state regulatory issues; prepare technical reports on policy issues and share new strategies with community partners.

Draft proposed legislation.

Advise Agency Director as to appropriate agency actions.

Responsible for American Recovery and Reinvestment Act/Nebraska Energy Office (ARRA/NEO) Energy Web Portal Project.

Develop and implement Nebraska Energy Plan. Advise state and private industry officials on energy policy issues including: Nebraska Energy Plan and ARRA programs relating to renewable energy.

Provide assistance and interpretation of energy policy related issues to the general public and produce technical reports on energy policy and program data. Assist with outreach, communication and coordination with public, private, academic and industry representatives to foster adoption of measures to reach energy goals.

Provide technical assistance in the areas of conventional systems, new technologies, climate change and renewable energy, including but not limited to, biomass, methane, wind, solar, nuclear and geothermal sources of energy.

Participate in and represent the agency in state and community organizations including: Nebraska Wind Working Group, Nebraska Methane Working Group, Governor's Biofuels Coalition, Nebraska 25x25 and other grant partners and organizations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Agency mission, goals and objectives; state energy policies and programs; federal energy policies and programs; state and federal laws regarding energy sources/uses; legislative processes/protocols; energy sources/uses.

Skill in: research methods/techniques; communicating/presenting information to individuals/groups in both the public and private sectors;

Ability to: communicate clearly and effectively with staff in all levels of government and the public to explain rules, policies and standards and favorably influence their position; understand, interpret and apply state and/or federal laws, rules, policies and standards; compose clear/concise reports; prioritize and organize work; meet deadlines.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

Bachelor's degree in Environmental Studies or related field such as agriculture, engineering, energy or political science.

SPECIAL NOTES:

State agencies must evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).