

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Director I – II	Working Title: Director, Energy Efficiency
Class Code: 1620, 1621	Salary Group: B26, B27
FLSA Status: Administrative, Exempt	EEO Category: Professional
Division: Deputy Executive Director	Supervisor: Deputy Executive Director

GENERAL DESCRIPTION:

Perform advanced managerial work providing direction and guidance in the operations and planning of the Energy Efficiency program in the Deputy Executive Director's division. Work involves establishing goals and objectives consistent with Commission policy; establishing priorities and assessing progress in meeting goals; and coordinating and evaluating program activities. Work under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Plan, manage, organize, and coordinate the functions of the energy efficiency programs implemented under Public Utility Commission of Texas (PUCT) oversight.
- Establish goals and objectives for the Energy Efficiency programs that support the agency's strategic plan and business plan and develop standards for achieving goals.
- Develop energy efficiency program strategies and make recommendations to the Commissioners and Executive Management.
- Identify priorities, dependencies, resources, project schedule and work with contractors to develop and maintain project management plans within assigned programs.
- Define and manage program expectations and communications and develop expertise to support and identify technology solutions that meet program and agency needs.
- Develop, update, and maintain rules, processes, and policies related to demand-side measures, including the treatment of the distribution system and distributed energy resources (DERs), load resources participation in the wholesale market and their subsequent retail treatment.
- Review, manage, and coordinate with the evaluation, measurement, and verification (EM&V) contractor, stakeholders, and utilities to meet energy efficiency program objectives.
- Manage review of energy efficiency plans and reports (EEPRs) and energy efficiency cost recovery factors (EECRFs).
- As appropriate, work with ERCOT to develop and expand demand response, DERs, and load efforts underway on the distribution system or in the retail market.
- Define, develop, and communicate program reports and analytics.
- Participate in agency activities related to the legislative session.
- Represent the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, or committees.
- Oversee section staff.
- Prepare employee reviews and provide recommendations on staffing, budget, and performance.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's mission and core values.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the division.
- Adhere to agency personnel policies and division procedures and perform other work as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

- Director I: Undergraduate degree or post-graduate degree business administration, engineering, economics, or finance; two (2) years' experience in energy efficiency, sustainability, or demand side management programs; and relevant experience in management and program direction.

- Director II: Undergraduate degree or post-graduate degree business administration, engineering, economics, or finance; five (5) years' experience in energy efficiency, sustainability, or demand side management programs; and relevant experience in management and program direction.

PREFERRED QUALIFICATIONS:

- Experience in Texas energy markets and an understanding of the utilization of demand management resources including energy efficiency, demand response, load resources, and distributed energy resources (DERs).
- Knowledge of the Commission's energy efficiency and DER rules.
- Project management certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Proficiency in the use of personal computers, specifically with Microsoft Word.
- Knowledge of word processing, spreadsheet, and presentation software.
- Strong analytical skills and familiarity with statistical methods.
- Demonstrated ability to communicate clearly and effectively both orally and in writing.
- Ability to perform complex tasks with moderate supervision.
- Ability to work harmoniously and effectively with other staff members, industry representatives, other government agencies, and the public.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for telecommuting up to four (4) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with reliable Internet service to perform job duties, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.

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JOB DESCRIPTION ACKNOWLEDGMENT**

DIRECTOR, ENERGY EFFICIENCY is an at-will employment position. It is, therefore, employment for no specified term of months or years, not under contract, and able to be terminated by the employee or the Public Utility Commission of Texas (PUCT) at any time for any reason other than those prohibited by state and federal law. The PUCT may use a system of progressive discipline prior to or instead of termination, but it is not required to do so.

The information provided below is not to be considered a contract. Its primary purpose is to provide an inclusive job description for the position of **DIRECTOR, ENERGY EFFICIENCY** of the PUCT. It is also intended to provide background information to any member of the general public regarding the duties of **DIRECTOR, ENERGY EFFICIENCY**.

An employee, by signing below, acknowledges that he or she has read the entire job description and understands the nature of at-will employment and the duties of the position.

SIGNATURES: *(Please sign and return the signed job description and the electronic file to Human Resources.)*

Employee Name (Print)

Date

Employee Signature