

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Program Management Specialist I	<b>Working Title:</b> Energy Efficiency Coordinator
<b>Class Code:</b> 1670	<b>Salary Group:</b> B25
<b>FLSA Status:</b> Exempt, Professional	<b>EEO Category:</b> Professional
<b>Division:</b> Executive Director	<b>Supervisor:</b> Director, Energy Efficiency

**GENERAL DESCRIPTION:**

Perform moderately complex consultative services and technical assistance work in the operations and planning of the Energy Efficiency program. Work involves planning, developing, and implementing goals and objectives consistent with Commission policy; establishing priorities and assessing progress in meeting goals; and coordinating and evaluating program activities. Work under moderate supervision with limited latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Plan, develop and implement functions of the energy efficiency programs implemented under Public Utility Commission of Texas (PUC) oversight.
- Assist in establishing goals and objectives for the Energy Efficiency program that support the agency's strategic plan and business plan and develop standards for achieving goals.
- Assist in developing 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.
- Plan, organize, and facilitate agency meetings and workshops.
- 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.
- Coordinate with the evaluation, measurement, and verification (EM&V) contractor, stakeholders, and utilities to meet energy efficiency program objectives.
- Review energy efficiency plans and reports (EEMRs) and energy efficiency cost recovery factors (EEMRFs).
- 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.
- 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.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Adhere to agency personnel policies and division procedures and perform other work as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

- Undergraduate degree; and
- Two (2) years' full-time experience in public policy or research.

**PREFERRED QUALIFICATIONS:**

- Understanding of Texas energy markets and experience in analyzing energy policy.
- Demonstrated ability to clearly communicate policy objectives orally and in writing.

**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.