

Position Code 1.

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Engineer-E (9-P11), Limited Term	Executive Office
5. Working Title (What the agency calls the position)	11. Section
MI Solar for All Program Engineer	Office of Climate and Energy
6. Name and Position Code Description of Direct Supervisor	12. Unit
Joy Wang; State Administrative Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
John Cory Connolly; Chief Climate Officer (Unclassified)	525 W. Allegan St., Lansing, MI 48933 8:00 a.m.-5:00 p.m.; Monday-Friday Remote work available.
14. General Summary of Function/Purpose of Position	
<p>This limited term position functions as the MI Solar for All (MISFA) program engineer in the Department of Environment, Great Lakes, and Energy (EGLE), Executive Office, Office of Climate and Energy (OCE). The MISFA program has been awarded \$156 million to support implementation of residential and community solar serving low-income and disadvantaged households to reduce household energy burden and greenhouse gas emissions. The program also includes energy storage deployment; enabling building upgrades; workforce development; community/technical assistance; vendor/consultant management; stakeholder engagement; site visits; and monitoring, performance, and compliance activities.</p> <p>This position will help conduct research and analyses supporting successful deployment of the MISFA program. Topics may include electric reliability, energy resiliency, and solar and storage equipment types and operation. In addition, it will help develop, evaluate, and manage MISFA grant programs. The role will include collaborating with relevant entities, such as residential households, state agencies, local governments, Tribal nations, community-based organizations, and utilities to ensure developed programs meet Michigan community needs as well as MISFA programmatic needs.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 50**

Technical research, analysis, evaluations, and recommendations supporting MISFA program success.

Individual tasks related to the duty.

- Examine electric reliability, environmental justice, and income maps using GIS-related tools to identify areas of interest for the MISFA program.
- Evaluate project proposals for technical feasibility and cost estimation accuracy.
- Write, review, and conduct analysis regarding technological developments, electric reliability now and in the future, areas suitable for solar generation, areas within Michigan with issues that can be alleviated or addressed by solar and storage, and other topics related to solar, storage, and matters pertinent to the MISFA program success.
- Help develop approaches and tools to evaluate the MISFA program and successes, flaws, and impacts.
- Site visits to deployed projects may occur, where expertise in solar, storage, and electrical connections will be beneficial.
- Make recommendations to supervisor for program improvements or programs based on research and analyses.

Duty 2

General Summary of Duty 2 **% of Time 25**

Development and management of grant opportunities meeting Michigan needs and MISFA programmatic needs.

Individual tasks related to the duty.

- Help develop grant programs meeting Michigan needs, as informed by stakeholder engagement and assessments, and MISFA programmatic needs.
- Identify opportunities to maximize MISFA opportunities within a grant program, such as partnering with other projects deploying energy technologies to maximize participant benefit.
- Review proposals and participate in grantee selection processes.
- Manage assigned grant programs to ensure grantee adherence to grant terms and achievement of grant program goals through frequent update calls and communications with the grantee.
- Engage with consultants, evaluators, and outside contractors working on assigned grants to ensure grant criteria are met in program planning, reporting, evaluation, and performance measurement.
- Communicate grant opportunities, progress, and updates externally.
- Review and help process grant payment requests.

Duty 3

General Summary of Duty 3 **% of Time 15**

Stakeholder engagement and outreach to inform the effective design, implementation, and evaluation of MISFA program offerings.

Individual tasks related to the duty.

- Participate in engagement activities, such as online and in-person meetings, with residential households, state agencies, local governments, Tribal nations, and community-based organizations.
- Develop materials to inform and educate relevant external parties about MISFA program offerings, progress, and results.
- Engage with other recipients of Solar for All funding, such as other state governmental agencies, non-profits, and Tribal nations, to exchange lessons learned and to promote best practices.
- Evaluate and analyze stakeholder feedback for MISFA implications/recommendations.
- Participate in webinars and trainings related to effective engagement with external parties.

Duty 3

General Summary of Duty 3 **% of Time 10**

Duties as assigned.

Individual tasks related to the duty.

- Prepare PowerPoint slides and summary presentation materials.
- Participate in relevant workgroups as assigned by management.
- Participate in conference calls, webinars, meetings, and activities pertaining to energy technologies, technological developments, utility investments and performance, energy policy, legislative matters, implemented projects, and other topics that may benefit the MISFA program developments and outcomes.
- Find opportunities to partner with other entities to reduce participant costs and to maximum benefit to low-income and disadvantaged households.
- Stay current on solar, storage, and energy efficiency technologies and programs.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions on how to approach day-to-day work activities and setting work priorities that impact the position. With oversight from supervisor, conduct research and evaluation of pertinent topics and develop and manage grant offerings impacting recipients of MISFA program offerings and the low-income households served by the program.

17. Describe the types of decisions that require the supervisor's review.

The position requests supervisor's review of decisions that have significant policy or budget implications for the MI Solar for All program, the OCE, and/or EGLE. This may include grant reimbursement approvals, significant correspondence with outside stakeholders, written materials and reports developed by the position, commitments to collaborate with other governmental and academic economic experts, correspondence to others external to EGLE, and decisions that require expenditure of grant and state funds.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Primary activities will be office work (sitting, attending meetings, keyboarding, use of telephone, computer, copier/printer, and other basic office equipment). Employee may occasionally be required to lift and carry materials, drive, travel within Michigan and occasionally travel out of state, and attend meetings outside ordinary business hours.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

See duties listed previously.

23. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

24. What is the function of the work area and how does this position fit into that function?

The MI Solar for All program will support installation of residential rooftop and community solar projects serving low-income and disadvantaged households to reduce household energy burden and greenhouse gas emissions. The program also includes energy storage deployment; enabling building upgrades; workforce development; community/technical assistance; vendor/consultant management; stakeholder engagement; site visits; and monitoring, performance, and compliance activities.

This position will actively research, evaluate, and make technical recommendations concerning areas of program focus to inform program development, project management, and evaluation to support MISFA program success.

25. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a Bachelor of Science degree with a major in engineering

EXPERIENCE:

Engineer 9: No specific type or amount is required.

Engineer 10: One year of professional experience providing electrical, mechanical, or chemical engineering services equivalent to an Engineer 9.

Engineer P11: Two years of professional experience providing electrical, mechanical, or chemical engineering services equivalent to an Engineer, including one year equivalent to an Engineer 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience with electrical engineering, solar energy, energy storage, electric utility operations, economics, GIS, and/or environmental sustainability preferred. Ability to initiate, investigate, and evaluate issues to make effective and well-reinforced recommendations. Must be organized and have time-management skills. Must be able to communicate clearly and concisely both verbally and in writing. Knowledge of research methods. Must have analytical and problem-solving skills. Must have strong interpersonal skills and the ability to maintain effective working relationships with a broad range of people inside and outside of EGLE. Ability to use Microsoft Office applications and to learn other software as needed.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's license is preferred.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.