

**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.

<b>2.Employee's Name (Last, First, M.I.)</b>	<b>8.Department/Agency</b>
	Environment, Great Lakes, and Energy
<b>3.Employee Identification Number</b>	<b>9.Bureau (Institution, Board, or Commission)</b>
<b>4.Civil Service Position Code Description</b>	<b>10.Division</b>
Departmental Analyst-A 12, Limited Term	Executive Office
<b>5.Working Title (What the agency calls the position)</b>	<b>11.Section</b>
Climate Action Officer	
<b>6.Name and Position Code Description of Direct Supervisor</b>	<b>12.Unit</b>
Field, Julia, Deputy Chief Climate Officer, State Administrative Manager 15	Office of Climate and Energy
<b>7.Name and Position Code Description of Second Level Supervisor</b>	<b>13.Work Location (City and Address)/Hours of Work</b>
Carreon, Alessandra, Chief Climate Officer, Unclassified	525 W. Allegan St., Lansing, MI 48933 8:00 am-5:00 pm or approved alternate work schedule and/or Remote Work Agreement

### 14. General Summary of Function/Purpose of Position

The Department of Environment, Great Lakes, and Energy (EGLE) seeks a knowledgeable Climate Action Officer to support renewable energy initiatives, with a focus on utility-scale solar, wind, and energy storage projects, as well as development of renewable energy resources on brownfield sites. This position serves as the recognized resource for research, program and policy evaluation, and data analysis related to renewable energy siting and planning in the EGLE, Executive Office, Office of Climate and Energy (OCE). This role will lead the coordination of the Renewables Ready Communities Program across multiple departments, managing grant and contract processes for the U.S. Environmental Protection Agency's (EPA) Climate Pollution Reduction Grant, and overseeing the strategic planning and execution of renewable energy projects. Responsibilities also include support for engagement with Tribal governments and other communities to foster collaboration and support renewable energy deployment across Michigan. Ideal candidates will bring expertise in renewable energy or a strong willingness to learn, coupled with skills in program coordination and stakeholder engagement. This position shares expertise, provides leadership, and is a recognized resource to EGLE and other state agencies and local governments, academia, and the general public on aspects related to renewable energy planning and the goals and commitments of the MI Healthy Climate Plan.

**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                    50% of Time**

Research, analysis, and coordination in support of utility-scale solar, wind, and energy storage projects, with a focus on brownfield site development, along with stakeholder engagement to foster collaboration and support renewable energy deployment across Michigan.

**Individual tasks related to the duty.**

- Lead work across multiple divisions within EGLE to ensure the successful implementation of the Renewables Ready Communities Program.
- Oversee development and implementation of the Renewables Ready Communities Strategic Plan re: Utility-Scale Renewable Energy, Energy Storage.
- Collaborate across state government to ensure research and insights inform strategic decision-making and project outcomes related to renewable energy siting.
- Collaborate with relevant external partners, such as utilities and renewable energy developers.
- Support engagement with Tribal governments and other communities to foster collaboration and support renewable energy deployment across Michigan.
- Conduct research on best practices, emerging technologies, and regulatory frameworks for utility-scale solar, wind, and energy storage projects, especially in the context of brownfield site development.
- Prepare reports, presentations, and briefing materials to communicate and present research findings and recommendations to State of Michigan staff and external partners. This includes managing contractors who assist in preparing reports and analysis.
- Monitor industry trends, policy changes, and technological advancements to keep projects aligned with current standards and innovations.
- Assist in developing strategic recommendations to optimize renewable energy deployment and maximize project benefits on brownfield sites.
- Advise direct supervisor and the OCE on renewable energy strategies to meet MI Healthy Climate Plan 2030 and 2050 goals.

Duty 2

**General Summary of Duty 2                    40% of Time**

Lead effective administration of the EPA's Climate Pollution Reduction Grant (CPRG), including tracking and meeting reporting requirements, ensuring compliance with federal guidelines, and facilitating transparent communication with stakeholders. Provide regular updates and documentation, helping to align project outcomes with both grant objectives and organizational goals, while fostering productive relationships with external partners to advance climate pollution reduction efforts.

**Individual tasks related to the duty.**

- Track and manage all reporting deadlines and requirements to ensure compliance with the EPA's CPRG guidelines. This includes quantitative metrics for emissions reductions attributable to the grant work.
- Compile, review, and submit accurate grant reports and supporting documentation to meet federal reporting standards.
- Monitor and ensure adherence to CPRG budgetary and regulatory compliance, addressing any issues proactively.
- Serve as a point of contact for grant-related communications with stakeholders, including internal teams, external consultants, and government representatives.
- Provide regular progress updates and project documentation to align grant-funded initiatives with broader organizational goals and grant objectives.
- Build and maintain productive relationships with consultants, vendors, and community partners to support collaborative efforts in advancing climate pollution reduction projects.

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

Other duties as assigned; perform other tasks and responsibilities within this classification and level as needed.

**Individual tasks related to the duty.**

- Other duties as assigned; perform other tasks and responsibilities within this classification and level as needed.

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

The position requests supervisor's review of decisions that have significant policy or budget implications for the programs of the OCE or EGLE. This may include 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 the department, and decisions that require expenditure of State funds.

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

When priorities conflict, guidelines are not clear or are unavailable, or the subjects of the decision are of a sensitive nature, the decisions will be made by management. During training, routine decisions may need to be made at the management level.

**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.**

Normal physical effort as would be used in an office position. Occasional travel may be required to visit project sites and to attend conferences, workshops, and/or training seminars.

**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.

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

Yes.

**23. What are the essential functions of this position?**

This position supports renewable energy initiatives with a focus on utility-scale solar, wind, and energy storage projects, as well as development of renewable energy resources on brownfield sites. This role will be instrumental in coordinating the Renewables Ready Communities Program across multiple departments, managing grant and contract processes for the EPA's Climate Pollution Reduction Grant, and overseeing the strategic planning and execution of renewable energy projects. Responsibilities also include engaging with Tribal governments and other communities to foster collaboration and support renewable energy deployment across Michigan.

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

This is a new position.

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

The function of the OCE is to be the lead agency within State government to provide insight and recommendations to State government and local units of government on how to mitigate climate impact; adapt to climate changes; reduce greenhouse gas emissions; and assist with renewable energy, energy efficiency, and climate resiliency.

This position will provide policy expertise to assist in OCE policy development, writing, and evaluation that seeks to address climate and energy issues under the OCE's purview.

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

**EDUCATION:**

A bachelor's degree in any major with a preference for a major in sustainability, sciences, energy technologies, communications, or policy.

**EXPERIENCE:**

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Good oral and written communication skills are important.
- Demonstrated research and analysis skills are essential, as is the ability to organize, evaluate, and present information effectively.
- Demonstrated experience or willingness to work on data analysis projects, including tracking the impact of grant attributable greenhouse gas emission reductions.
- Demonstrated experience working with local governments on topics related to planning and/or zoning.
- Demonstrated experience with one of the following: community engagement, renewable energy zoning, geographical information services.
- Other helpful capabilities include knowledge of administrative management principles, including budgeting, office procedures, and reporting; ability to prepare requests for proposals and grant agreements; and ability to manage numerous grants.
- Knowledge and experience related to grant management and/or renewable energy siting are a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

**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.**

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Supervisor's Signature

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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.**

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Appointing Authority Signature

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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.**

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Employee's Signature

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Date

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