

**WISCONSIN DEPARTMENT OF ADMINISTRATION**

Division of Energy Services  
Home Energy Plus Bureau  
Program & Policy Analyst Advanced

**Training and Technical Assistance  
Weatherization Program Analyst**

**Position Summary**

Under the general supervision of the Home Energy Plus Program Manager this position serves as a technical and policy analyst responsible for research and evaluation, enterprise wide planning, program development and design, coordination, and implementation of the low-income energy programs operated under the Home Energy Plus umbrella. This position has frequent independent work interactions with the Home Energy Plus bureau director, Home Energy Plus manager, Weatherization Quality Assurance manager, Lead Home Energy Plus Weatherization program and planning analyst, Lead Home Energy Plus Training and Technical Assistance analyst, Lead Home Energy Plus Field Training and Technical analyst, WAP grantees, public and private energy related laboratories and think-tanks, utilities, legislators, units of local government, and other major stakeholders involved in the statewide WAP.

Home Energy Plus programs include the Wisconsin Home Energy Assistance Program (WHEAP), and the Weatherization Assistance Program (WAP). These are large statewide programs with combined budgets over \$200 million impacting approximately 235,000 households annually. The weatherization program is designed to increase the energy efficiency of dwellings owned or occupied by low-income persons. Delivery of weatherization services is through a network of 20 local non-profit, Community Action or local government agencies. The Wisconsin Home Energy Assistance program is delivered through contracts with each of the state's 72 counties and 7 tribes. There is a high degree of complexity in working to coordinate multiple locally-delivered programs related to energy and weatherization assistance.

Duties for this position include:

- Provide technical policy support for weatherization assistance program operating under the Home Energy Plus umbrella for the Department of Administration and the State of Wisconsin.
- Assist in field review and measurement of technical performance of local service providers.
- Assist with evaluation of Home Energy Plus programs. Through qualitative and quantitative analysis, define program performance metrics and measure outcomes to ensure compliance with applicable state and federal policies and regulations.
- Assist in research and analysis and develop technical policy recommendations as well as service delivery models for Home Energy Plus programs.
- Evaluate results of energy audits, and other field diagnostic tools, against final actual costs of work performed, and energy savings based on pre and post weatherization fuel consumption analysis.
- Assist in development of evaluation and research reports on the program and presentation of that data.
- Assist in the development of federal plans and reports including the Federal Grant Application, the Department of Energy Quarterly report, etc.

- Based on the results of evaluation and research efforts, assist in the development of training and technical assistance for Home Energy Plus programs and deliver training.
- Assist in the development of technical performance measures and evaluation. Conduct research, data analysis, and report generation.
- Participate on evaluation and research teams and projects at the state and national level.
- Use of standard and sophisticated software to develop reports and queries for data retrieval including Microsoft Access.

35% A. Assist staff within the Home Energy Plus Bureau, on evaluation, research, analysis and development of technical program recommendations for the Weatherization Assistance Program.

A1. Assist Bureau and Division staff, and sub-contractors, in the evaluation of Home Energy Plus programs.

A2. Based on research, and evaluation of program activities, lead Bureau and Division staff in analyzing, developing and implementing program technical regulations and policies for the Weatherization Assistance Program consistent with Department of Energy's CFR Title 10, Part 440, Final Rule, and 2005 Public Benefits Wisconsin Act 141 as well as other applicable rules, laws and regulations.

A3. Assist staff in the Division and Bureau on the Weatherization Assistance Program technical issues. Activities would include communication with local agencies, Home Energy Plus customers, low-income advisory committees and sub-groups, staff support to low-income transition planning groups and other stakeholders.

A4. Conduct analysis of the effectiveness of current programs and operations in meeting the home energy needs of low-income households and the potential effectiveness of new or modified programs in meeting those needs.

A5. Identify technical policy and program issues affecting the WAP based upon concerns raised by local grantees, advisory committee's input, Department/Division/Bureau management input, and knowledge of technical program goals and relevant state and federal statutes and rules.

A6. Research and create technical materials for consideration by advisory committees composed of legislators, representatives of concerned state agencies, advocacy groups, technical experts, and concerned citizens including preparation of agendas, minutes, and issue analysis and summaries.

A7. Assist in development of technical issue papers and program delivery proposals for Division and Department management related to determination of the weatherization measures and services provided to households.

A8. Conduct research and sophisticated data analysis to develop technical policy options and recommendations for consideration by advisory committees and Division and Department management.

A9. Participate in technical policy team meetings for staff within the Bureau and with grantees. Assist in the evaluation, interpretation, and establishment of statewide technical policy for WAP. Review policy and technical manuals to ensure consistency of technical standards and protocols.

- 30% B. Based on research, data analysis, and the results of evaluation assist in the technical development portion of federal plans, grants, leveraging applications and review of federal laws and transmittals to the state regarding the Weatherization Assistance Program.
- B1. Conduct research and sophisticated data analysis to assist in the development and preparation of technical elements of federally required annual state plan and federal application. Assist in the development, preparation, and submission of any other grant applications that may be required.
  - B2. Participate in meetings of local WAP providers to obtain feedback and input to the technical portion of the annual planning process for WAP.
  - B3. Based on research and results of program evaluation, assist in the development and implementation of the training contract (services provided through an outside consultant) for local WAP operators, Executive Directors, Financial Directors, and others on WAP policy, program implementation expectations, and federal rules and regulations, and coordination with the Division of Energy Services.
  - B5. Make recommendations for program and policy technical changes based on input from state and local users, contract agencies, legislators, and the general public.
- 35% C. Provide technical support, research, and data analysis of a statewide low-income Weatherization Assistance Program.
- C1. Provide technical assistance and training to local service provider personnel.
  - C2. Evaluate and measure performance of local service providers. Identify, deliver, and/or recommend, necessary training and technical assistance.
  - C3. Through research and data analysis, prepare technical strategies and plans that will develop the framework for internal and external evaluation of the WAP.
  - C4. Conduct data analysis for the creation of performance metrics of the WAP.
  - C5. Provide technical consultation and technical assistance to WX Quality Assurance staff for the development and implementation of monitoring of the WAP.
  - C6. Conduct analysis of quality assurance results as a component of measuring local grantee performance. Develop recommendations for technical changes in policies and procedures as appropriate.
  - C7. Provide analysis, development and implementation of program-wide energy audits and weatherization measures lists for conventional single-family, mobile home and multi-family buildings.
  - C8. Lead the research and development of technical resource materials and training.
  - C9. Field and respond to Help Desk inquiries including those from local grantees, low-income customers, and other stakeholders.

## **I. Knowledge and Skills**

1. Thorough knowledge of principles and practices of program planning, development, management, and implementation.
2. Extensive knowledge and aptitude in quantitative and qualitative data analysis.
3. Thorough knowledge of the technical aspects of energy conservation measures and the Weatherization program policies.
4. Extensive knowledge of building diagnostics procedures and the implementation into program delivery systems.
5. Extensive knowledge of technical policy issue analysis methods and evaluation techniques.
6. Extensive knowledge of federal weatherization assistance program laws and regulations and state public benefits laws and programs.
7. Extensive knowledge related to coordinating group projects composed of numerous agencies, private companies, state and local non-profit groups in Wisconsin.
8. Extensive knowledge of policy issue analysis methods and evaluation techniques.
9. Knowledge of grant application procedures and program funding mechanisms in state and federal government.
10. Considerable knowledge of utility sponsored energy and conservation programs for low-income customers.
11. Knowledge of tools and equipment pertinent to weatherization, their proper application and maintenance.
12. Considerable knowledge of non-profit organization operations in Wisconsin relative to their provision of services to low-income households for energy and conservation needs.
13. Considerable knowledge of computerized data processing systems analysis, report generation techniques, hardware and software capabilities.
14. Skill in the use of the Internet and WEB based computer program applications.
15. Skill in the use of Microsoft Office Products, including Microsoft Word, Excel, Access, Project and PowerPoint software.
16. Excellent written communication and analytical skills, including presentation of complex technical and policy material in the form of letters, reports and analysis.
17. Excellent oral and interpersonal communication skills, including presentation of complex technical and policy materials in the form of training sessions, discussion groups, and phone calls.

18. Extensive knowledge of state contracting practices and procedures.
19. Considerable skill in negotiating, conflict resolution, and consensus building with a variety of actors of differing perspectives.
20. Considerable inter-personal skills in working with managers and front line staff in both public and private sectors to develop mutually agreeable strategies to meet the energy needs of low-income clients and customers.
21. Considerable experience and commitment to working in a team environment.

## II. Personal Contacts and Their Purpose

- A. **Home Energy Plus Bureau staff:** meet on a frequent basis to coordinate the delivery of Home Energy Plus Programs.
- B. **Home Energy Plus Program Manager:** interact daily or as needed to discuss program development or policy issues, meet at least weekly to identify developing issues and propose options, meet sporadically as needed to ensure coordination of services across Home Energy Plus.
- C. **County and tribal social services directors, WHEAP coordinators, Weatherization Program operators, Community Action Agency executive and program directors, directors of other non-profit agencies:** daily contact may occur via phone calls or e-mail to receive or disseminate program information. More formal meetings will be scheduled as needed to explain and discuss new program initiatives.
- D. **Low Income Energy Assistance Advisory Committee (LIEAC):** Sporadic attendance at scheduled meetings with the LIEAC committee to present information related to the delivery of Home Energy Plus, primarily as relates to the Weatherization Assistance Program.
- G. **Media:** sporadic contact in response to questions or reports requests for low-income federal or state energy assistance programs.
- H. **Governor's Office, Wisconsin Legislature, and General Public:** sporadic written and/or verbal contact in response to written or verbal inquiries regarding Wisconsin's Home Energy Plus programs.

**DIVISION OF ENERGY SERVICES  
ORGANIZATIONAL CHART**  
November 10, 2014

