

## Position Description For Non-FTE Employees\*

**Reason for Submission of this form:**    New Hire     Posting position (include JPA) \_\_\_\_\_    Update \_\_\_\_\_

### SECTION I: Employee/Position Information

Employee's Name (or Vacant)		Division Name		Position Title and Position Number	Paid or Unpaid?	Exempt or Non- Exempt?		
Vacant		Office of Economic Opportunity		Program Coordinator II	Paid	Exempt		
Please Check One	Temporary	Time Limited	Temporary Grant	Other? Please Specify		Effective Begin Date (Desired)	Effective End Date	
			<input checked="" type="checkbox"/>					
	Supervisory Position? Yes or No		If Yes, how many direct reports				Code	Pay Band
	No						AH40	06

#### Minimum and additional qualifications (Preferred qualifications may be included as well.)

Bachelor's degree preferred. Experience and other credentials can be substituted for bachelor's degree. Must have an active certification from the Building Performance Institute (BPI) as an Energy Auditor. Must have an active certification from BPI as a Quality Control Inspector or be able to gain certification as a Quality Control Inspector within three months of starting in the position. Ability to express complex concepts orally and in writing. Must be proficient with computer programs such as Word, Excel, and PowerPoint. Must be able to read, understand, and interpret federal and state regulations. Knowledge of the Weatherization Assistance Program is preferred.

#### Knowledge, skills and abilities related to the position

The candidate must have comprehensive knowledge in building science principles, best practices, and technical applications. Must have knowledge of Federal safety regulations (Occupational Safety and Health Administration - OSHA), building codes, building materials, and construction work practices. Must also possess effective communication skills including the ability to write and orally present complex technical issues.

#### Purpose of the positions and how it impacts the area's goals and/or agency's mission

Coordinates and monitors the technical compliance of Weatherization Assistance Program sub-grantees. Includes conducting on-site visits to review sub-grantee work, preparing written monitoring reports, and providing responses to technical questions posed by sub-grantees. Performs the role of Energy Auditor and Quality Control Inspector for the State to increase the efficiency and effectiveness of the Weatherization Assistance Program.

#### Specific job duties and responsibilities

- Coordinate and monitor sub-grantees for compliance with the requirements of the Weatherization Assistance Program. Inspect completed and in-progress dwellings and review associated files. Prepare reports based on inspections and file reviews. Function as an expert on technical questions and requested clarification from sub-grantees. Provide training and technical assistance to sub-grantees as needed.
- Review and provide feedback on the annual Weatherization Assistance Program State Plan to ensure the State is complying with technical requirements set forth by the Department of Energy.
- Review monthly and quarterly reports on weatherization activities to ensure funds are being properly expended and weatherization work is being completed. Review grant agreements and amendments between the State and sub-grantees as requested.
- Complete and maintain certification as an Energy Auditor and Quality Control Inspector.
- Other duties as assigned.

**SECTION II: Position Requirements (to include; but not limited to):**

- Position may require overnight travel
- Position may require employee to work evenings and weekends
- Position requires on-call shifts and call back
- Position requires routine driver duties
- Position requires frequent stooping and/or bending
- Position requires frequent lifting: 20 lbs.
- Position requires up-to-date certification(s): Energy Auditor, Quality Control Inspector
- Position requires declaration of: **Essential** \_\_\_\_ **Non-essential** \_\_\_\_ **Conditionally essential** \_\_\_\_
- Position may be required to report to work during emergency situations
- Other:

**SECTION III: Signature Acknowledgement**

***POSITION DESCRIPTION ACKNOWLEDGEMENT***

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(My signature indicates that this Position Description has been reviewed with me and it is an accurate depiction of this position.)*

**\*Non-FTE employees** - employees that do not occupy an FTE position. These positions include, but are not limited to:

- Temporary** - a full-time or part-time non-FTE position created for a period not to exceed one year.
- Time-limited Project employee** - a full-time or part-time employee who does not occupy an FTE position who is hired to fill a position with time-limited project funding approved or authorized by the appropriate State authority, and who is not a covered employee.

- **Temporary grant** - a full-time or part-time employee who does not occupy an FTE position and is hired to fill a position specified in and funded by a federal grant, public charity grant, private foundation grant, or research grant and who is not a covered employee.
- **\*\*Intern** - a student or trainee who works, sometimes without pay, at a trade or occupation to gain work experience. \*\*
- **Volunteer** - person who voluntarily offers himself or herself for a service or undertaking; a person who performs a service willingly and without pay.

**\*\*Internship** - The U.S. Department of Labor (DOL) and Fair Labor Standards Act (FLSA) have strict compliance standards for classifying interns. Please see fact sheet at: <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>  
Please consult with Admin-HR for any internship requests.