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## 394281-DEO-GOVERNMENT OPERATIONS CONSULTANT III - 40000693

Date: Jun 8, 2021

Location: TALLAHASSEE, FL, US, 32399

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Requisition No: 394281

Agency: Economic Opportunity

Working Title: 394281-DEO-GOVERNMENT OPERATIONS CONSULTANT III - 40000693

Position Number: 40000693

Salary: \$43,507.36/YR - \$51,000.00/YR

Posting Closing Date: 06/21/2021

**JOB TYPE:** Full Time/Career Service

### **Our Organization and Mission:**

The Florida Department of Economic Opportunity (DEO) works across the state to support Florida's economy, robust and talented workforce and our local communities. We are dedicated to making a stronger and more resilient Florida, so our businesses, communities and workforce are better prepared to withstand future economic slowdowns and natural disasters.

In collaboration with our partners, we salute our nation's veterans and are honored to have the opportunity to support them and their family members by encouraging them to apply for positions at DEO that fit their skill sets.

The Florida Department of Economic Opportunity is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. (TTY/TDD 1-800-955-8771 or the Florida Relay Service - 711.)

Let DEO's mission become yours. To find out more about us, click on the link <http://www.floridajobs.org/>

### **The Work You Will Do:**

- This is a Government Operations Consultant III position in Tallahassee, FL with the Department of Economic Opportunity working under the Bureau of Economic Self-Sufficiency within the division of Community Development.
- This position is highly technical in nature and is responsible for the development, monitoring and evaluation of the Weatherization Assistance and energy conservation programs.

### **The Difference You Will Make:**

You will be helping DEO support Florida communities through program planning, operations management and program quality assurance so that DEO is able to develop and implement training for subrecipients and provide technical assistance.

### **How You Will Grow:**

DEO encourages its employees to constantly innovate and seek efficiencies. Trainings are made available throughout the year and on request with our Office of HR Training and with our Division of Workforce Training Unit. In accordance with DEO's Vision and Mission, the employee:

- Furthers Florida's economic vision by providing support that enhances the economy and develops, safe, and healthy communities.
- Meets customer/client expectations with an emphasis on responsiveness, quality, quantity, and timeliness of work.
- Provides information clearly, accurately, and succinctly; and also exhibits good listening skills.
- Works collaboratively to optimize the effectiveness of DEO's available resources and tools.
- Uses knowledge acquired through education, training, or experience to complete tasks.

These expectations are for all our employees, and you will be expected to model these as a leader. We believe in supporting and encouraging you as you take on important and often complex projects while offering you the opportunity to gain valuable experience.

### Where You Will Work:

Tallahassee is **Florida's Capital City and continues to grow attracting development and new business**. Tallahassee is a mid-sized city in the heart of Florida's Big Bend. **DEO is in Downtown** Tallahassee, the political epicenter that draws in visitors each year to visit the Capitol. Each spring, the legislative session opens and people pour in to see the State perform its business. So regardless of what brought you here, being here will guarantee you an experience vibrant with entertainment, culture and delight. **Tallahassee is:**

- **Known for** its beautiful parks, rolling hills and oak trees, canopied roads, hotels, dining, museums, arts, music and natural resources (<https://talgov.com/> )
- Home to major college campuses, Florida State University(FSU), Florida A & M University (FAMU) and Tallahassee Community College (TCC).
- **Approximately 22 miles from the nearest beach** (<https://choosetallahassee.com/beaches-near-tallahassee/> )
- **Within a state having no state income tax for residents of Florida**

### ***WORKING FOR THE STATE OF FLORIDA IS MORE THAN A PAYCHECK!!***

\* State Group Insurance coverage options+ options, including employer

*(health, life, dental, vision, and other supplemental options)*  
please click [www.myfrs.com](http://www.myfrs.com))

\* Nine paid holidays and a Personal Holiday each year  
Leave Benefits

\* Retirement plan

contributions (*FYI,*

\* Annual and Sick

\* Student Loan Forgiveness Program (*Eligibility required*)  
Accounts

\* Flexible Spending

\* Tuition Fee Waivers (Accepted by major Florida colleges/universities) \* Ongoing comprehensive training provided

\* Career Growth  
professional environment

\* Highly skilled,

+For a more complete list of benefits, visit [www.mybenefits.myflorida.com](http://www.mybenefits.myflorida.com).

- *We care about the success of our employees.*
- *We are always improving our technology, our tools, our customer's experiences and ourselves.*
- *We care about the success of our clients.*
- *A rewarding experience for reliable, compassionate and professional employees.*

**Pay:** \$43,507.36/YR - \$51,000.00/YR

### **Your Specific Responsibilities:**

This is a specialized position performing independent technical inspection services for the Weatherization Assistance Program (WAP) operated within the Bureau of Economic Self-Sufficiency (BESS); Field work of highly technical nature is performed and accomplished with limited supervision by the immediate supervisor. Additionally, supports program planning, operations management and program quality assurance/quality improvement initiatives; Develops, monitors and evaluates WAP and energy conservation programs; Develops and implements specific training to subrecipient agencies based on needs; provides training/technical assistance to subrecipient staff, crews and contractors; develops and implements a variety of special projects to provide assistance to subrecipient; and provide training and direction to Bureau Grant Managers.

Duties include, but are not limited to, the following:

- Conduct field reviews of weatherization needs of residences to identify weatherization needs to save energy and reduce costs; determines where and what type of insulation is to be used; allows only those measures that will save energy and reduce fuel costs; assures the allowed dollar amount limits per unit for energy saving materials and for minor repairs are observed; makes monitoring visits to residences to assess the finished quality of the weatherization work; requires subrecipient installer to meet weatherization standards; ensures that the proper audit, diagnostics, and inspection techniques are followed .
- Develops, monitors and evaluates weatherization and energy conservation programs, including experimental and demonstration projects, to test methods for improving delivery of energy conservation or weatherization services (e.g. sets up standards for weatherization of mobile homes and other efficiency tests).
- Develops and implements specific training to Subrecipient agencies based on needs identified during monitoring visits, such as inventory systems, construction techniques, Blower Door driven air sealing, Infrared Camera and new materials applications.
- Contribute technical recommendations for the development of the WAP State Plan.
- Assist with the development of program manuals and guidelines.
- Assist with Department of Energy Monitoring Visits.
- Build a report system to incorporate all WAP subrecipients and their yearly technical accomplishments.
- May be responsible for development and participation in state-wide or regionalized technical assistance or training for the staff of the community-based organizations operating the energy conservation programs.
- Provides training/technical assistance to subrecipient staff, crews, and contractors on building assessment, final inspection and quality control and diagnostics or other new and emerging technologies.
- Develops and implements of a variety of special projects such as energy conservation, home repair, health and safety, energy evaluation, indoor air quality, etc.
- Participates in special project team and program team meetings as required; Completes team goals and objectives as outlined.
- Represents the Florida Department of Economic Opportunity in relations with the community, business and professional groups; participates in conferences with state agency officials, and representatives of the federal government for the purpose of promoting the development of improved weatherization programs.
- Provides training and direction to Bureau Grant Managers.
- Performs other duties as required or assigned by Bureau Chief which are reasonably within the scope of the duties enumerated above.

### **Required Knowledge, Skills, and Abilities:**

- Ability to exercise sound judgment in the analysis, appraisal and evaluation of programs.
- Ability to develop and to maintain a good relationship with subrecipient agency personnel, local, state and federal governments, various community-based and other

private and public organizations.

- Ability to exercise discretion and judgment in making professional decisions.
- Ability to implement agency policies and procedures.
- Ability to provide training and technical assistance to subrecipient agencies.
- Ability to apply research principles and methods.
- Ability to use spreadsheets, database, and word processing.
- Ability to demonstrate excellent listening, communication and interpersonal skills.
- Ability to work independently and demonstrate attention to detail.
- Ability to organize and prioritize work assignments.
- Ability to exercise problem-solving skills and analytical thinking.
- Ability to demonstrate resourcefulness.
- Ability to demonstrate enthusiasm and ambition towards work.
- Ability to learn quickly and to be innovative.

### **ADDITIONAL INFORMATION**

This position's advertisement may also be viewed by registering on the Employ Florida website at <http://www.employflorida.com/>.

The Florida Department of Economic Opportunity is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. (TTY/TDD 1-800-955-8771 or the Florida Relay Service – 711.)

If you think you have been subjected to unlawful discrimination, you may file a complaint within 180 days from the date of the alleged violation with either the recipient's Equal Opportunity Officer, or the Director, Civil Rights Center:

- Equal Opportunity Officer, Department of Economic Opportunity, Caldwell Building – MSC 150, 107 East Madison Street, Tallahassee, FL 32399-4129; or
- Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

**VETERANS' PREFERENCE.** Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans' Preference will receive preference in employment for Career Service vacancies and are encouraged to apply. Candidates claiming Veterans' Preference must attach supporting documentation with each submission that includes character of service (for

example, DD Form 214 Member Copy #4) along with any other documentation as required by Rule 55A-7, Florida Administrative Code. Veterans' Preference documentation requirements are available by clicking here. All documentation is due by the close of the vacancy announcement.

**Nearest Major Market:** Tallahassee

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