

State of Washington

Dept. of Commerce

invites applications for the position of:

Senior Program & Evaluation Supervisor (EMS2) - Energy Programs in Communities (15793)

careers.wa.gov
Working for Washington State

SALARY: \$83,354.00 - \$112,349.00 Annually

OPENING DATE: 11/18/22

CLOSING DATE: Continuous

DESCRIPTION:



Washington State
Department of
Commerce

Apply Early! This recruitment will remain open until filled. The first review of applications will begin the week of **December 5th, 2022**. The hiring manager reserves the right to close the posting at any time.

At the **Department of Commerce (Commerce)**, we are creative, collaborative, and trusted. We identify opportunities to deliver critical funding and services to strengthen communities, we cultivate an environment in which we continuously learn, and we own our work. Commerce works with local governments, businesses, community-based organizations and Tribes to strengthen communities. Commerce's diverse portfolio of more than 150 programs and effective public and private partnerships promote sustainable community and economic development to help all Washingtonians thrive.

The **Energy Division** collaborates with diverse energy stakeholders to create a clean, affordable and just energy future.

This position works within the Energy Programs in Communities (EPIC) unit that administers a broad portfolio of federal and state funded energy programs related to implementing the state's policy goals for greenhouse gas emissions reduction, renewable energy deployment, building electrification, energy burden reduction for vulnerable populations, and clean energy technology sector growth.

The **Senior Program & Evaluation Manager** leads the Weatherization section of the EPIC unit that delivers affordable housing preservation and efficiency upgrades by providing repairs, health and safety improvements, and installation of energy efficiency measures in low-income communities. The position is responsible for strategic program planning, oversight of program budgets, policy development, technical assistance, legislative tasks, and external relations and outreach.

DUTIES:

*The **Senior Program & Evaluation Manager** focuses on leading teams to orient lines of business in an evolving political environment through complex program design and evaluation. The position works closely with other staff with expertise in building science, energy efficiency and clean energy technologies. The position supports the state's policy goals to reduce greenhouse gas emissions and energy burden for low income households. Here are some of the duties performed in this role.*

Program and Policy Alignment:

- Develop programs and support implementation: Independently anticipate, recommend and refine complex program development and implementation issues related to program activities. Independently lead selected program initiatives that advance the department's strategic plan.
- Evaluate program effectiveness and alignment with clean energy policy goals and division strategic plan goals.
- Prepare decision packages and draft legislation to implement weatherization state and federal programs that promote policy objectives. Oversee the preparation of legislatively mandated reports as required.
- Identify legislative initiatives that will affect weatherization program and its stakeholders. Advise high-level management on positions and responses. Initiate and analyze proposed legislation and legislative initiatives, needs, and issues. Track budget requests throughout the legislative process, prepare analysis on draft budget bills and document issues and concerns for management review.
- Provide fiscal information and assistance for unit, division and agency budget and financial meetings. Respond to requests from the Office of the Governor, the Legislature, OFM and Commerce executive management.
- Assist management with the development of biennial budgets and allotments, assist in the re-appropriation process, and manage spending projections.

Leadership:

- Develop professional networks that include high-level public- and private-sector officials in order to remain current on trends, research, and policies related to weatherization, residential energy efficiency, and housing rehabilitation and preservation.
- Serve as expert advisor to agency, assistant director, peer managers, and senior-level experts on technical and politically sensitive issues, opportunities, and challenges associated with energy programs for low-income households.
- Represent Energy or the Department with external groups and stakeholders, the Legislature, local governments, and/or the Governor's Office. Communicate interests and influence direction of various program efforts.
- Directs, manages, and leads senior-level staff in all aspects of program policy, contracts and program innovation work. Oversees the work performed by two teams within the Weatherization section. Delegates workload responsibilities and assignments to staff. Provides regular feedback, coaching, and guidance to staff. Evaluates staff performance and addresses performance concerns as necessary.
- Collaborates with leadership, policy specialists, and other division units to ensure cross-team coordination within the division, as well as within Commerce, and with external stakeholders, on matters related to contract development and administration and fiscal accountability. Coordinates and resolves conflicts of priority between staff, program, and activities.
- Assists the Managing Director and Assistant Managing Director in program planning, budget development, and development and implementation of section policies and procedures.
- Participates at a leadership level in efforts and projects at the department, division, and/or unit level, particularly in regard to strategic planning, performance measurement, and process improvement.

QUALIFICATIONS:

Required Education

- Bachelor's degree in public/business administration, public policy, energy management, or a closely related field (experience may substitute for education). A Master's degree may substitute for one year of experience.

Required Experience:

- Five years of professional level experience in public policy, managing complex programs, procurement processes, and budgeting.
- Two years of supervisory experience in a professional setting.

Preferred/Desired Education, Experience, and Competencies.

- Three years' experience managing energy programs or working in the energy sector. Advanced knowledge of residential energy efficiency measures and technologies.
- Two years of experience working in partnership with vulnerable communities, Tribes and low-income populations.
- Technical knowledge and aptitude of state legislative and capital budget processes.
- Demonstrated experience working within the political environment, including clear understanding of legislative process, influencing the continuation and maintenance of resources and policy development, and decision-making that impacts programs.
- Demonstrated ability to take broad programmatic conceptual ideas, provide appropriate guidance, leadership, and oversight and bring such concepts into practical applications with minimal guidance and direction.

SUPPLEMENTAL INFORMATION:

To be considered for this position the following are needed:

- **A complete and detailed online application;**
- **A Cover letter** (enter online);
- At least **three (3)** professional references (**enter online**).

The initial screening will be solely based on the contents and completeness of your application. All information may be verified and documentation may be required. For questions about this recruitment, please contact Jose Dominguez at 360-810-0182 or jose.dominguez@commerce.wa.gov.

Work From Anywhere In Washington State

This position may be located anywhere within Washington state though occasional travel to a Commerce office building or in-state travel to attend events or meetings may be required. If selected, you will need to travel to pick up equipment and receive instruction. Many Commerce employees work remote or have a hybrid schedule. However, **it is anticipated that interviews for this position will be held using virtual videoconferencing.** You will work with your supervisor to identify an appropriate work schedule and balance, including telework and reporting to a duty station for work activities, if needed.

Important Notice

Per Governor Inslee's Directive #22-13.1, state employees must be fully vaccinated prior to your first day of employment. Your vaccine status will be verified prior to an offer of employment. Please reach out to Human Resources Specialist Jimmie Wimberly at jimmie.wimberly@commerce.wa.gov if you need information on medical or religious accommodation.

Our Commitment to Equal Opportunity:

The Washington State Department of Commerce is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation

and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application, testing, or interview process or this job announcement in an alternative format may call Human Resources at (360) 725-2650. Applicants who are deaf or hard of hearing may call through the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

Senior Program & Evaluation Supervisor (EMS2) - Energy Programs in Communities (15793) Supplemental Questionnaire

- * 1. In the space below, please write a formal cover letter describing your interest and how you meet the specific qualifications for this position.

- * 2. Please select the highest level of education that you have completed:
 - ☐ High School Graduation or equivalent
 - ☐ Associates Degree
 - ☐ Bachelor Degree
 - ☐ Master Degree or higher
 - ☐ None of the Above

- * 3. Which of the following best describes your professional work experience in public policy and/or program management?
 - ☐ I do not have this experience
 - ☐ Less than 1 year
 - ☐ More than 1 year but less than 2 years
 - ☐ More than 2 years but less than 3 years
 - ☐ More than 3 years but less than 4 years
 - ☐ More than 4 years but less than 5 years
 - ☐ 5 or more years

- * 4. If you indicated you have the experience noted in the above question, please explain how, where and when you gained this knowledge and experience (must be reflected in the work experience of your application). Do not state "see application". If you answered "I do not have this experience," please type N/A in the text box below.

- * 5. Which of the following best describes your professional work experience o supervising senior level staff?
 - ☐ I do not have this experience
 - ☐ Less than 1 year
 - ☐ More than 1 year but less than 2 years
 - ☐ More than 2 years but less than 3 years
 - ☐ More than 3 years but less than 4 years
 - ☐ More than 4 years but less than 5 years
 - ☐ 5 or more years

- * 6. The Energy Division at Commerce plays a vital role in ensuring the transition to a clean energy future is equitable and just. Please tell us about an equity or environmental justice practice, method, or skill development that you've participated in. If you do not have this experience, please type N/A.

- * 7. As a condition of employment, I understand and agree that I must reside in the state of

Washington prior to or on the first day of state employment.

☐ Yes

☐ No

- * 8. As a condition of employment, I understand and agree that I must be fully vaccinated for COVID-19 by the first day of employment, OR request a reasonable accommodation from HR for a medical condition or an exemption due to known religious beliefs and practices prior to the first day of employment.

☐ Yes

☐ No

- * 9. Are you a current or former employee of the state of Washington?

☐ Yes

☐ No

- * 10. If you answered yes to the question above, what is the agency you are currently or formerly with? If you answered no, please type N/A.

- * 11. Please select the option below that best indicates where you heard about this job opportunity.

☐ www.careers.wa.gov

☐ Aggregate job search website (Indeed.com, Simplyhired.com)

☐ Department of Commerce website

☐ Department of Commerce employee

☐ Social Media (LinkedIn, Facebook, Twitter)

- * Required Question