

State of Washington

Dept. of Commerce

invites applications for the position of:

Commerce Specialist 3 - Energy Programs In Communities (15082)

careers.wa.gov
Working for Washington State

SALARY: \$5,013.00 - \$6,575.00 Monthly
\$60,156.00 - \$78,900.00 Annually

OPENING DATE: 10/20/22

CLOSING DATE: 10/30/22 11:59 PM

DESCRIPTION:



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.

We are seeking a **Multi-family Weatherization Program Manager (CS3)** to join the Energy Programs In Communities unit within the **Energy Division** at the Department of Commerce. As a Multi-family Weatherization Program Manager, you will advance the agency's priority to help low-income families live in healthy, safe, and affordable housing by providing advanced-level technical expertise and program administration for low-income weatherization assistance programs. This position ensures the federal and state multi-family weatherization assistance programs and policies are designed and deployed effectively and efficiently, optimizing internal operations and leveraging external relationships with funders, service providers and other stakeholders. We welcome candidates who are eager to learn and are motivated to take on new challenges to grow their skillset.

The **Energy Division** collaborates with diverse stakeholders to reduce our state's carbon footprint and create a clean, affordable, and equitable energy future. This position offers endless learning opportunities and exposure to energy policy, clean energy programs, state funding administration, and much more. If you want to play a role in shaping Washington's clean energy future this may be the job for you!

This posting may be used to fill other vacant positions within 60 days once position is filled.

DUTIES:

Grant Management: Produce program applications, budgets, contracts, and policies for multi-family weatherization

- Secure and maintain weatherization funding by creating grant applications or state plans to federal partners, developing weatherization plans, narratives, and budgets to Pass through funding for multi-family weatherization
- Maintain expertise on federal statutes and state statutes, rules, policies, standards, methods, and protocols regarding energy efficiency and multi-family weatherization.
- Incorporate federal policies and U.S. Department of Energy Weatherization Program Notices into multi-family weatherization program operations, policies, and procedures.
- Negotiate funding, policies, and allocations for multi-family weatherization grants.
- Coordinate with Tribal project lead to ensure weatherization funding to Tribal households.
- Develop and manage program and personal service contracts that define clear performance expectations and maintain fair and equitable funding allocations, influenced by accomplishment of performance measures.
- Plan and orchestrate logistics for federal monitoring visits when they contain multi-family buildings

Manage continuous improvement functions

- Serve as a multi-family technical expert for the weatherization program, including researching best practices, collecting and analyzing performance data, and creating and implementing work plans to improve program quality and monitoring program performance.
- Understand program and technical rules, standards, tools, protocols, and implementation strategies to facilitate development and maintenance of program policies for cost-effective energy conservation, health, and safety.
- Collaborate with field monitors and section staff.
- Analyze program performance and provide advanced-technical assistance and training to local agencies necessary to determine both compliance and opportunities for improvement.
- Develop performance measures to be incorporated into weatherization grants with local agencies for multi-family weatherization.
- Develop performance expectations in alignment with agency goals; contribute to efficient and accurate grants and systems.
- Contribute to maintenance of grant and data information management, collection, and reporting, including advancing systems on-line.

Develop, strengthen, and maintain strong working relationships with stakeholders

- Serve as senior liaison with weatherization network on the Multi-Family Development Committee.
- Maintain knowledge and expertise of program federal statutes, rules, guidance, and policies related to weatherization.
- Collaborate with federal agencies, peers and advocates, including grantees and sub grantees in Washington, partners in the Energy OutWest, and other federal networks to improve the Washington weatherization program.
- Develop and present timely, accurate, and insightful information to grantees and advisory groups.
- Participate in regional and national advisory and advocacy organizations.

Cross division and agency collaboration

- Participate in division and agency-wide project workgroup opportunities including outcome measures, contracting risk workgroup, strategic breakthrough initiatives and other opportunities that align with the duties of this position.
- Provide regular updates to division staff and management on work of these cross-agency initiatives.

QUALIFICATIONS:

Required Qualifications:

Education and Experience

- **Bachelor's degree** in business, public administration, or related field (Additional professional level work experience in community, trade or economic development may be substituted year-for-year for Bachelor's degree).

AND

- **Three years** of professional level experience in community, trade, or economic development with one or more of the following:
 - Program management experience
 - Procurement
 - Grant-making processes
- **One year** of experience in:
 - Interpreting and applying detailed policies and procedures
 - Creating presentation materials and conducting presentations and training
 - Developing and implementing performance metrics and tracking to enhance performance

Preferred/Desired Qualifications:

- Three years' experience managing projects in the energy sector.
- Two years' experience working with weatherization and/or energy assistance programs.
- One year of experience working with Weatherization Assistance Program Multi-Family Projects.
- Two years' experience navigating and complying with federal and state procurement, contracting, and fiscal policies and practices.
- Experience collaborating with marginalized communities, Tribal communities and vulnerable populations.
- Advanced level proficiency in project management software, MS Office Suite, contract management databases, cloud-based productivity tools.

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**).

This position is covered by a collective bargaining agreement

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 [Proclamation 21-14](#), 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.

Additional Information:

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.

Commerce Specialist 3 - Energy Programs In Communities (15082) 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 level experience in community, trade, or economic development with one or more of the following: o Program management experience o Procurement o Grant-making processes
 - ☐ 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 in all of the following: o Interpreting and applying detailed policies and procedures o Creating presentation materials and conducting presentations and training o Developing and implementing performance metrics and tracking to enhance performance
 - ☐ 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. 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.

- * 7. 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

- * 8. 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

- * 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