

WISCONSIN DEPARTMENT OF ADMINISTRATION

Division of Energy, Housing and Community Resources

Home Energy Plus

Weatherization Program Manager

Under the general supervision of the Home Energy Plus Bureau Director, this position exercises managerial authority over defined aspects of program policy, program evaluation, program planning, administrative and programmatic monitoring, public information, outreach, energy education, training and technical assistance relative to statewide low-income energy programs, principally the Weatherization Assistance Program (WAP), and the Public Benefits Program (PBP). The incumbent manages the overall development of program standards, policy, training and technical assistance related to the implementation and operation of the weatherization program. Additionally this position acts as the liaison to the federal Department of Energy (DOE).

This position exercises supervisory authority over Program and Policy Analysts and Grant Specialists-Advanced within the bureau. These staff provide direct oversight over statewide program operations including public program policy, program eligibility and benefits, program research, program development and implementation, program budgeting and distribution of funds, statewide computer system operations, program information and outreach, education and training. The incumbent plays a key policy role in the development and implementation of Division programs and policies related to low-income energy services in Wisconsin, particularly the highly visible weatherization program. The incumbent is responsible for preparing written and verbal explanations of Division programs and policies, for presentations to policy makers, program operators, and other public interest groups and may be assigned to participate and/or staff various state or national low-income energy groups. The incumbent works in close concert with the Bureau Director, Division Administrator, Deputy Administrator and reports to the Secretary's Office as assigned.

This position, in concert with the Bureau Director, the Low Income Energy Advisory Committee and Section staff, sets goals and objectives for weatherization services in Wisconsin, measures results of state program efforts, makes recommendations for development of legislation, rules, and operational policies. This position interacts with federal agencies, other state agencies, and businesses involved with home energy and related income eligible programs and services.

This position is responsible for:

- Leading weatherization related program planning, policy, development, administrative monitoring, training and technical assistance.
- Leading the policy analysis and development of policy recommendations relative to energy needs.
- Coordinating policy and planning for weatherization services with local, state and federal agencies.
- Coordination with other DOA divisions.
- Preparation of federal plans and reports including the DOE Annual Plan, budgets, proposals, etc.
- Development of analytical data on the program and presentation of that data.
- Development of new models for program delivery.
- Directing the work of section staff.

DUTIES AND RESPONSIBILITIES

A. 35% Oversight of the Weatherization Program

- A1. Lead the overall design and implementation of the weatherization program; assign writing and policy development to staff. Provide policy interpretation and technical assistance.
- A2. Oversee the interpretation of federal laws and rules related to the weatherization program.
- A3. Direct communications with Wisconsin weatherization agencies regarding program implementation.
- A4. Lead communications with the federal Department of Energy to obtain and stay abreast of federal guidance on DOE funded weatherization.

- A5. Manage all training and technical assistance services and oversee the development and delivery of rapid response and production based training for the weatherization program.
- A6. Direct required system design and modification to ensure successful implementation, operation and tracking for the weatherization program.
- A7. Oversee the annual financial and administrative review processes for all weatherization subgrantees. Oversee the development and modification of all forms, tracking and process related documents

B. 15% Oversight of Home Energy Plus Program Design, Training and Technical Assistance Contracts and Policy Functions

- B1. Lead the overall design and development of weatherization assistance programs related to reduction of energy costs. Coordinate with other bureau and division supervisors; assign staff responsibilities related to Weatherization and/or Home Energy Plus programs.
- B2. Provide and lead analytical support to the Division regarding the development of weatherization program design for Wisconsin. Identify policy and program issues affecting the program and operations of the division based upon knowledge of program goals and objectives, relevant state and federal statutes and rules, and state needs; assign duties to staff to support resolution of found issues.
- B3. Provide daily direction for the program and planning staff.
- B4. Lead analytical support to the Bureau Director and Deputy Division Administrator on matters related to enhancements of the weatherization program, and potential integration of programs across the division.
- B5. Assign, coordinate and supervise activities of work groups or advisory groups relative to weatherization
- B6. Keep abreast of national developments, policy options, and progress in other states toward addressing low-income energy needs. Refine the Bureau's understanding of how energy affordability can be successfully accomplished for low and moderate income households in Wisconsin.
- B7. Responsible for evaluating the effectiveness of the weatherization program operated by the bureau and the interrelationship and impact on other low and moderate income programs.
- B8. Manage the annual oversight of the Home Energy Plus Training and Technical Assistance Contracts. Lead the request for proposal or bid process when needed.
- B9. Oversee the development and implementation of appropriate measurement and verification related to the low-income weatherization program.

C. 15% Management Liaison for Weatherization Components of the Home Energy Plus Data Base

- C1. Provide input for the overall development, refinement, operation, maintenance, and refinement of the Home Energy Plus systems.
- C2. Coordinate with the Program Services Section manager and other bureau and division staff assigned responsibilities related to computer data systems.
- C3. Lead data analyses for the Division on matters related to enhancements of WisWAP, WHEAP, PBP, and the integration of the programs.
- C4. Keep abreast of national developments, policy options, and progress in other states toward implementation and development of computer system applications to address low-income energy needs, particularly within the weatherization assistance program.

C5. Direct and advise staff on the provision of technical assistance, training and local utilization of these computer systems.

C6. Provide direction to staff on the distribution of statewide payments to grantees, vendors and clients.

D. 20 % Manage the operational requirement of the Section reporting, training and technical assistance, development of procurement procedures, manuals and federal grants management and reporting.

D1. Oversee the preparation of federal and state grant applications including the Department of Energy Weatherization Plan

D2. Direct the preparation and submission of federal reports for the federal Department of Energy and Health and Human services as required for the operation of the WAP, WHEAP, and PBP programs.

D3. Oversee the preparation of funding allocations and distribution of funds to weatherization grantees for the operation of the WAP, and PBP programs.

D4. Oversee the development of RFB/RFP's relating to training and technical assistance for the Section and the ongoing management of those contracts.

D5. Oversee the development of Section manuals and technical assistance guides.

E. 10 % Supervise employees, contractors and consultant staff to ensure the timely and effective development and implementation of low income energy policy and programs.

E1. Supervise professional and support staff in the Section.

E2. Provide direction, advice and assistance to staff in setting work goals and schedules for completion of critical tasks.

E3. Responsible for management of contracts related to the responsibilities of the Bureau and Section. Primary responsibility for evaluation of program effectiveness. This included preparing progress reports and final reports that include recommendations on improvements in program design and operations and recommendations for enhancing the performance measures and evaluation process.

E4. Responsible for contracts for services related to administrative duties in implementing and operating low-income energy programs, primarily WAP and PBP.

F. 5% Perform required personnel actions for the Section.

F1. Participate in the selection process of Section employees; make final hiring decision.

F2. Conduct performance evaluations of Section employees; guide employee development planning process.

F3. Settle grievances, take disciplinary measures and facilitate terminations, if needed.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION

1. Thorough knowledge of federal and state laws, rules and guidelines related to the federal Weatherization Assistance Program (WAP) and the State Low-Income Public Benefits Program.

2. Thorough knowledge of program planning, development, management and implementation.

3. Extensive knowledge of the policy making and policy analysis process.

4. Extensive knowledge of measurement, performance, and evaluation systems as they relate to energy programs.
5. Extensive knowledge of computerized data processing systems analysis and hardware and software capabilities.
6. Extensive knowledge of and ability to create and use computerized information and database systems.
7. Knowledge of research design methods and management reporting techniques.
8. Considerable knowledge of rulemaking in state agencies as it affects energy policies.
9. Considerable knowledge of general contract procedures in the state and federal government.
10. Considerable knowledge of personal computers and various software packages (spreadsheet, word processing and graphs/charts).
11. Ability to compile and analyze data.
12. Extensive knowledge related to coordinating group projects composed of numerous agencies, private companies, state and national non-profit groups and interest groups in Wisconsin.
13. Well developed knowledge of interpersonal relations and techniques.
14. Ability to lead the work of professional staff.
15. Well developed written communication and analytical skills, including presentation of complex technical and policy material in the form of letters, reports and analysis.
16. Well developed oral and interpersonal communication skills, including presentation of complex technical and policy material in the form of speeches, discussion groups and phone calls.
17. Ability to perform under pressure and within established deadlines.

PHYSICAL DEMAND

There are no unusual physical demands placed on the incumbent of the position. Use of a personal computer and other related equipment is required. As defined by the Americans with Disabilities Act, the employee must be able to perform the essential job functions as outlined in the Position Description, with or without a reasonable accommodation.

WORK ENVIRONMENT

There are no unusual physical surroundings or special safety regulations/precautions, which must be observed.

