

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
ASSOCIATE RESEARCH ANALYST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Bureau of Energy and Policy Technology

Position#: 00100250

Type of Position: Full-time, Permanent

Annual Salary: \$69,891 (AR26-Step 1)

Closing Date: 03/02/12

Eligibility Requirement: **Candidates must be on the current DAS exam certification list for Associate Research Analyst. Current state employees who hold permanent status in the class of Associate Research Analyst may apply without taking the exam. Candidates on Reemployment/SEBAC lists will be given first consideration. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Description of Duties: Performs most complex duties in area of research design and implementation of information systems to track energy cost and usage data; develops and conducts formal research methodologies and procedures and analyzes and evaluates data of energy cost and consumption data for state facilities; analyzes data to identify opportunities for energy or environmental savings; assist with collection, analysis and presentation of data related to energy savings projects; designs data collection forms and develops procedures; performs complex statistical analysis; prepares comprehensive narrative, statistical and technical reports for agency officials, legislature and/or the public; project planning including coordination of multiple administrative tasks to meet specific project deadlines; reviews and analyzes projects for consistency with policies, statutes and environmental impact; coordinates communication with project partners; performs related duties as required.

Knowledge, Skills and Abilities:

- Considerable knowledge of research methods and techniques;
- Considerable knowledge of principles, concepts and methods of statistical analysis;
- Knowledge of and ability to develop and evaluate agency related policies and procedures as related to energy and environmental research;
- Considerable oral and written communication skills;
- Ability to prepare technical reports;
- Interpersonal skills;
- Considerable ability to analyze data;
- Ability to understand computer applications for research, including Excel, Access, PowerPoint and Word;
- Ability in project planning, problem solving, and coordination of multiple tasks to meet project deadlines;
- Some knowledge of energy markets and current energy technologies a plus;
- Self-motivated with the ability to work independently and in a team environment;
- Experience in and/or college training in economics, statistics, or environmental or energy planning preferred.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, copy of DAS examination results, current state employees must provide a copy of their last two performance appraisals and a CT-HR-12 Application for Employment to:

**Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Diane B. Ragali
Telephone: (860) 424-3006
Fax: (860) 424-3896**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Department of Energy and Environmental Protection is an affirmative action/equal opportunity employer and service provider. In conformance with the Americans with Disabilities Act, DEEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities who need this information in an alternative format, to allow them to benefit and/or participate in the agency's programs and services, should call 860-424-3035 or e-mail the ADA Coordinator, at DEEP.aaoffice@CT.Gov. Persons who are hearing impaired should call the State of Connecticut relay number 711.