

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB VACANCY
CONNECTICUT CAREERS TRAINEE – Target Class Research Analyst

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

Open To: The Public, State Employees

Location: Bureau of Energy & Technology Policy, Office of Energy Supply and Infrastructure

Position #: **00105985**

Type of Position: Full-time, Permanent

Annual Salary: Bachelor Degree AR 15 Step 1 (first year) \$43,353, AR 15 Step 5 (second year) \$49,607
Master Degree AR 15 Step 2 (first year) \$44,920, AR 15 Step 5 (second year) \$49,607

Closing Date: December 20, 2013

Eligibility Requirement: Candidates on Reemployment/SEBAC lists will be given first consideration.

Description of Duties: Incumbent receives training to develop skills and knowledge in the field of planning, monitoring and evaluating various energy programs in order to qualify for advancement to the professional position of Research Analyst. Incumbent would perform a variety of increasingly difficult duties as skills are acquired during the course of the two-year training period including but not limited to:

- Planning and developing new programs related to natural gas, and natural gas infrastructure;
- Planning and the developing new programs related to renewable energy sources;
- Planning and developing new programs related to electricity;
- Planning and developing new programs related to fuel oil;
- Monitoring and modifying existing plans and programs;
- Acting as a liaison with other divisions and units; agencies, utility representatives and outside officials;
- Developing procedures and programs;
- Drafting regulations;
- Analyzing and evaluating grant applications, requests for proposals;
- Conducting special studies and preparing reports.

Knowledge, Skills and Abilities:

- Knowledge, experience or coursework in an energy related field preferred; (i.e. electricity, natural gas, renewables, fuel oil, or utility policy);
- Ability to understand, evaluate and solve problems by exercising judgment and logic;
- Ability to read, interpret and understand written material including relevant state and federal laws and regulations;
- Knowledge of statistical analysis;
- Ability to interpret charts, graphs and tables;
- Learning and reasoning ability;
- Ability to use computer software;
- Knowledge of research methods and techniques;
- Interpersonal skills.

General Experience: Bachelor or Master Degree in planning, public administration or a closely related field.

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, college transcript(s), for state employees two of your most recent service ratings and a CT-HR-12 Application for Employment to: **(Incomplete packages will not be considered)**

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

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or deep.accommodations@ct.gov