

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
ENVIRONMENTAL INTERN

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

Open To: The Public
Location: Bureau of Energy & Technology Policy
Position#: 100244,100246, and 100247
Type of Position: Full-Time (Permanent)
Annual Salary: \$37,464 - \$38,815 (ES15 –step 1 or 2)
Closing Date: 02/22/12

Eligibility Requirement:

A Bachelor's or Master's degree in a scientific or technical discipline related to environmental or energy conservation fields. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Description of Duties:

- Assist with development and implementation of programs to promote energy efficiency within the government sector (state and municipalities);
- Assist with planning and implementing programs to reduce energy and environmental impacts;
- Coordinate communication between government agencies and providers of energy efficiency technologies;
- Assist with development of educational and promotional materials;
- Assist with providing technical assistance on energy efficiency technologies and development and implementation of the new Office of Energy Efficient Business;
- Assist in the collection, analysis and presentation of data relating the use of energy efficiency and/or renewable energy technologies and programs;
- Assist with developing, coordinating, reporting and documenting the milestones of work plans;
- Review and analyze projects for consistency with policies, statutes and environmental impact;
- Assist with project planning and problem solving including coordination of multiple administrative tasks to meet specific project deadlines;
- Coordinate communication with project partners;
- Assist with collection, analysis and presentation of data relating to energy cost and usage;
- Assist with analysis and preparation of technical and other reports.

Preferred candidate must have:

- Good computer skills, including Word, Excel, PowerPoint, and Access;
- Basic understanding of and some training in evaluating regulations, policies and guidelines;
- Basic understanding of current energy markets and related technologies;
- Training or courses in energy efficiency and/or renewable energy technologies and programs, energy policies and regulations, or related energy courses;
- Training or course work in analysis of data and other information;
- Training in the preparation of technical reports and as well as reports for public dissemination;
- Good interpersonal, written and oral communication skills;
- Training or courses covering project planning, problem solving, and coordination of multiple administrative tasks to meet specified project deadlines;

General Experience: A Bachelor's or Master's degree in a scientific or technical discipline related to energy and/or environmental fields including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography with a concentration in geographic information systems; natural sciences; natural resources, renewable energy, energy conservation or 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 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 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 860-424-3051 or 860-418-5937 or e-mail Marcia Bonitto, ADA Coordinator, at Marcia.Bonitto@CT.Gov. Persons who are hearing impaired should call the State of Connecticut relay number 711.