



An Equal Opportunity Employer  
**CAREER OPPORTUNITY**

**TITLE:** Planner II  
**LOCATION:** Division of Energy – Harry S Truman Building, Jefferson City, MO 65102  
**ANNUAL SALARY:** \$39,708 - \$44,352  
**TRAVEL:** Moderate In-state travel with occasional overnight travel required  
**CLOSING DATE:** February 28, 2017 (open until filled)

**APPLICATION PROCESS:**

Interested applicants may submit your cover letter, resume, transcripts and a writing sample via fax or email:  
Attention: Jamie Angel                      Fax: (573) 522-9814                      Email: Jamie.Angel@ded.mo.gov

**QUALIFICATIONS:**

**Option 1:** A bachelor's degree from an accredited college or university; and two or more years of professional experience in research and analysis, program or policy development, management analysis, grant management, budget/fiscal analysis, or a closely related area.

**Option 2:** One or more years experience as a Planner I.

**Note:** *Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education. 24 earned graduate credit hours from an accredited college or university in Planning, Social Sciences, Public or Business Administration, Environmental Sciences, Public Health, Recreation, Engineering, Architecture, or a closely related area may substitute for one year of the required experience.*

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Research program models from other states and nations to develop expertise and recommend effective energy efficiency and renewable energy program designs for Missouri.
- Serve on collaborative or advisory groups to assist investor-owned utilities with design, implementation and evaluation of energy efficiency and renewable energy programs.
- Research and develop policy recommendations related to consumer financing options for energy efficiency improvements.
- Assist in collection, organization, analysis and reporting of utility program data. Analyze technical energy data and state, national and global energy issues to identify trends in energy resources and technologies, including energy, economic and environmental issues, energy efficiency, renewable and alternate energy sources. Present results of research and analysis in verbal, written or graphic formats.
- Develop policy recommendations related to various energy topics, technologies and resources.
- Prepare testimony for utility regulatory actions filed with the Public Service Commission. Testify and submit to cross-examination in contested case hearings.
- Assist with utility resource planning by reviewing utility plans for compliance with rules and participate in preparation of reports and findings and in meetings with utilities and other stakeholders.
- Monitor financial assistance opportunities for the Division of Energy; notify appropriate staff and draft grant applications, cooperative agreements, etc. as assigned. Assist in grant administration and compliance reporting.
- Perform other related work as assigned.

**JOB KNOWLEDGE, SKILLS, AND ABILITIES:**

*To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.*

- Comprehensive knowledge of the principles, practices and objectives of local, regional, and state planning.
- Comprehensive knowledge of research methodology.
- Comprehensive knowledge of data collection and statistics.
- Intermediate knowledge of laws relating to federal, state and local planning.
- Intermediate knowledge of the principles and practices of administration.
- Intermediate knowledge of computer software applications.
- Intermediate knowledge of contracts, grants, and related fiscal documents.
- Ability to plan, organize, and lead complex assignments within given deadlines.
- Ability to organize and present the results of complex research or analysis in a clear and concise manner.
- Ability to comprehend complex laws and regulations to participate in contested legal proceedings as assigned.
- Ability to establish and maintain working relationships with agency officials, associates, stakeholders and the public.
- Ability to demonstrate regular and reliable attendance.