



# COMMONWEALTH OF VIRGINIA

## *Department of Mines, Minerals and Energy*

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[www.dmme.virginia.gov](http://www.dmme.virginia.gov)

November 19, 2018

### **RECRUITMENT IS OPEN TO THE GENERAL PUBLIC**

**Position:** Energy and Regulatory Program Manager (Policy and Planning Specialist II)  
**Position No.** 00141  
**Location:** Richmond  
**Salary Range:** Minimum \$43,892 (Commensurate with Experience) (Band 5)

The Department of Mines, Minerals and Energy, Division of Administration/Energy is seeking an individual to support state energy and utility regulatory policy analysis and development. The Executive Branch relies on DMME to track and analyze barriers and solutions to advance energy policy objectives. This requires an understanding of all aspects of energy policy; extraction and utility regulation; ratepayer-funded conservation and efficiency programs; energy infrastructure development programs; and the knowledge, skills and ability to provide expert energy policy advisement and strategy recommendation. Additionally, this position serves as a backup to DMME's legislative liaison and regulatory coordinator. *This position has been designated as required to file a Statement of Economic Interest in accordance with Section 2.2-3114 of the Code of Virginia. Individual accepted for employment will have to pass a drug and alcohol test as part of the DMME pre-employment process.*

**TO QUALIFY:** Knowledge of current and emerging federal, state and local policies, resources and technologies related to energy and utility regulatory policy, including EM&V, energy markets and infrastructure. Knowledge of Virginia utility regulatory structures and processes. A strong working knowledge of computer business and communications application software (Microsoft Office Suite) required. Ability to manage multiple projects simultaneously. Ability to communicate effectively orally and in writing and to analyze complex information quickly is required. Ability to establish and maintain effective working relationships with customers and internal and external stakeholders is required. Previous experience in policy analysis is helpful. A college degree in public administration, business administration or environmental science preferred or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Previous experience in energy regulation; in the legislative and regulatory processes; policy research and analysis is preferred. Considerable knowledge of Legislative Information System, Regulatory Town Hall and Regulation Information System strongly desired.

**TO APPLY:** DMME is pleased to be exclusively accepting employment applications using the on-line employment system managed by the Department of Human Resource Management. Please view the link below to submit your completed state application for consideration no later than, **Wednesday, December 5, 2018**. The Department of Mines, Minerals and Energy does not accept "See Resume" as a response to any question. Information on the application is the primary source used for screening the position. Failure to complete any section of the application may disqualify the application for further consideration. Applications SHOULD include complete work history, including periods of unemployment if applicable. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

DMME has a Web presence on the Internet, [www.dmme.virginia.gov](http://www.dmme.virginia.gov). You may access agency employment opportunities at <https://jobs.agencies.virginia.gov/> . If you have any questions concerning the application process or experience difficulty accessing the website, please feel free to contact Human Resources at (804)692-3215. TTY/TDD: (800)828-1120. Veterans, AmeriCorps, Peace Corps, and other National Service Alumni are encouraged to apply – **EOE**.

**APPLICATIONS MUST BE RECEIVED BY Wednesday, December 5, 2018**