



POSITION DESCRIPTION

TITLE: PLANNER/ANALYST

REPORTS TO: MANAGER OF PLANNING & ECONOMIC ANALYSIS

BACKGROUND

Energy Trust of Oregon, Inc., is an independent nonprofit organization dedicated to energy efficiency and renewable energy development. We serve Oregon customers of Portland General Electric, Pacific Power, NW Natural and Cascade Natural Gas.

GENERAL POSITION SUMMARY

The Planner/Analyst is responsible for technical analysis, coordination, reporting and communications regarding energy and efficiency programs. The P/A will support policy work and will participate in the development of technical options for program oversight and tracking, negotiation with utilities, regulators, and interested parties, analysis of resource and program options, analysis of possible program and corporate policies and integration of resource supply estimates into program forecasts.

This position will work under the supervision of the Manager for Planning and Economic Analysis and in coordination with Evaluation, Information Technology, Energy Efficiency and Renewable Energy staff and program contractors. The successful applicant will be responsible for assuring that analyses meet Energy Trust purposes, are reliable, responsive to program needs and well-documented.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES

- Assist the Manager in working with utilities, regulators and other interested parties to develop and enhance the framework for oversight and tracking of Energy Trust's programs. This includes systems for proposing programs and establishment of performance measures for tracking success.
- Help develop internal systems for tracking program funds and performance that allows attribution to Energy Trust's multiple funding sources and the individual performance requirements and oversight regimes of each.
- Integrate resource supply estimates into forecasts of potential program activity, and to compare program activity to resource supply estimates. Use related analyses to support strategic program planning and interaction/negotiations with Program Management Contractors.
- Develop efficiency and renewable program options and working with program, evaluation, and planning personnel and utility personnel help select, document, and propose those options.

- Make public presentations and facilitate discussions regarding program and performance metric options.
- Work closely with the utilities that the Energy Trust serves to integrate Energy Trust and utility resource planning.
- Oversee cost-effectiveness analysis of efficiency measures, programs and portfolios. These analyses are performed by several staff and contractors, but some will be performed by the successful applicant.
- Working with engineering and program management contractors, develop market transformation cost/benefit models for selected programs.
- Support above market cost analyses of renewable resource options.
- Maintain and enhance archives for cost-effectiveness decision making.
- Performs all functions of the job in a safe and conscientious manner.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

POSITION REQUIREMENTS

- Willingness and skills to do a combination of communications and coordination, documentation, and detailed technical work.
- Demonstrated ability to work analytically at both a detailed and strategic level.
- Excellent verbal and written communication skills. In particular, ability to analyze complex technical issues and succinctly convey conclusions, inferences, and applications in general terms understandable to diverse technical and public audiences.
- Hands-on experience applying resource economics to investments in energy efficiency and renewable resources.
- Ability to manage technical contractors
- Experience with applying basic engineering concepts in a pragmatic way to help assess what efficiency measures will typically cost and save. Need not be an engineer (contracted engineers provide the detailed knowledge).
- Enthusiasm and flexibility for working with an organization that is can-do and nimble, but has extensive external accountabilities and communications needs.
- Experience and proficiency with documentation techniques and systems.
- Ability to review and troubleshoot complex spreadsheet economic analysis.
- Ability to work independently with minimum supervision.
- Strong knowledge of spreadsheet analysis tools.
- Minimum bachelor's degree in a field that involves quantitative analysis and either master's degree in economics or another related field or two years experience.
- Experience with utility regulation and with renewable and efficiency programs is preferred.

The above information is designed to outline the functions and position requirements of this job. It does *not* identify all tasks that may be expected, nor address the performance standards that must be maintained.

Qualified individuals please submit responses to candidate questions, application, cover letter and resume to:

Position: Planner/Analyst
Attn: Kathleen Cannon
Energy Trust of Oregon
851 SW Sixth Ave., Suite 1200
Portland, Oregon 97204

Salary commensurate with experience and skill set
Competitive benefits package
This position will remain open until filled

Energy Trust of Oregon, Inc. is an equal opportunity employer
www.energytrust.org

Candidate Response Questions

- a. Describe your knowledge and/or experience with renewable energy programs, and with energy efficiency programs
- b. Describe your experience in developing assumptions about typical energy efficiency measure costs, program costs and savings to use in cost/benefit analysis for utilities, other energy efficiency service providers, or analogous organizations.
- c. Describe your experience and approach to design of complex project analyses to make them as simple and transparent as possible.
- d. Describe your experience with organizing and documenting large sets of analyses to make them as accessible and as user friendly as possible.
- e. Describe your communications skills, particularly with respect to complex analyses and a technically diverse audience.
- f. Describe your knowledge of or experience with utility regulation.
- g. Why is this position of interest to you?