



WISCONSIN ENERGY CONSERVATION CORPORATION
Job Description

Title: C&I Program Planning & Analysis Consultant
 Department: Planning, Research and Analysis
 Status: Exempt

I. POSITION MISSION

Under **general direction**, the Commercial and Industrial (C&I) Program Planning and Analysis Consultant will be responsible for Wisconsin Energy Conservation Corporation’s (WECC) efforts to monitor current program and market trends, and develop program strategies to increase innovation across all WECC programs within the existing program portfolio. The Consultant will plan, design, and develop new programs and initiatives; manage program pilots and demonstration projects; contribute to the sales and launch of select programs and initiatives; and measure and monitor the success of both new and existing program offerings. The Consultant will be expected to actively participate in, and contribute to, regional/national forums with respect to best practices in program design, measurement, verification and evaluation —bringing those perspectives back to WECC to ensure market leadership.

II. PRIMARY RESPONSIBILITIES

<p>1. <u>Lead assessment of existing portfolio.</u></p> <ul style="list-style-type: none"> a. Facilitate and lead cross-functional teams to identify the methods that will be deployed to monitor the progress and success of existing programs. b. Monitor performance of WECC’s overall portfolio of C&I programs and services, conducting regular assessments including impact (energy savings, end user and trade ally awareness and use, market penetration/transformation), cost effectiveness (\$/kWh/ therm, benefit cost tests) and process (operational efficiency, use of partnerships, marketing, incentive type and level). c. Compare and contrast WECC’s portfolio with that of other programs operating across the U.S. (with emphasis on the Midwest). d. Report outcomes and recommend opportunities for improved performance and efficiency. e. Serve as a resource to program staff on program and process improvement, evaluation issues, and measurement and verification practices. f. Review third-party evaluations and support program staff in responding to such reports. 	<p>15%</p>
<p>2. <u>Lead development of strategies that will increase innovation in WECC’s programs and services and facilitate development of new offerings.</u></p> <ul style="list-style-type: none"> a. Facilitate and lead cross-contract/ cross-functional teams to use assessment results to improve existing portfolio performance, and effectively integrate new business into existing program designs. b. Facilitate and lead cross-contract/ cross-functional teams to develop new programs and services within the existing portfolio that expand market reach, foster market transformation and respond to market changes due to program impact. c. Assist program staff in identifying opportunities for monitoring, 	<p>50%</p>

<p>verification, and other types of real-time assessments of program effectiveness to monitor the progress and success of new and existing C&I programs.</p> <p>3. <u>Lead planning and research activities to support strategic priorities within the existing portfolio.</u></p> <ol style="list-style-type: none"> a. Participate in forums that allow WECC to continue to learn about innovation in energy technology/practices and effective program design. b. Contribute to the development of WECC’s annual research plan, identifying areas in need of technical, program and market research. c. Manage WECC’s C&I program planning activities, including program-specific efforts to understand markets and technologies. d. Routinely update WECC’s C&I program and business development staff regarding national/regional trends and issues that impact energy efficiency programming, research, and evaluation. e. Facilitate the evaluation the cost effectiveness of new technologies and initiatives using various benefit/cost tests and contribute to the development of well documented program inputs including deemed savings, measure life, customer costs and other relevant planning information. f. Contribute to negotiations and interactions with key regional/national trade allies. g. Serve as an “industry resource” and “industry leader” with respect to residential programming strategies, operational practices, and innovation. 	<p>35%</p>
---	------------

III. SECONDARY RESPONSIBILITIES

Frequency

- | | |
|---|----------------|
| <ol style="list-style-type: none"> 1. Represent WECC’s program interests at regional and national conferences and consistently present at those conferences (including the submission of professional papers). | <p>Ongoing</p> |
| <ol style="list-style-type: none"> 2. Facilitate the dissemination of information within WECC geared toward the dissemination of the latest “thinking” on key residential programs. | <p>Ongoing</p> |

IV. SUPERVISORY RESPONSIBILITIES

No direct supervisory responsibilities but expected to lead cross-functional teams and closely collaborate with program operations staff.

V. REQUIRED QUALIFICATIONS

The individual must possess these skills and abilities, or explain and demonstrate that s/he can perform the essential functions, with or without reasonable accommodation, using some combination of skills and abilities.

<p>Education</p>	<p>Bachelor’s Degree in business or related field of study required. Graduate degree in business, economics, marketing, engineering, energy analysis, public policy or related field of study preferred.</p>
<p>Required Skills & Experience</p>	<ol style="list-style-type: none"> 1. At least 5 years experience managing new initiatives and processes (and measuring outcomes) either within or outside of the energy efficiency and/or renewable energy field. 2. Proven experience in planning, design, research, and analysis. 3. Knowledge of analytical techniques for measurement and verification. 4. Demonstrated leadership qualities, mentoring, and team buildings skills. 5. Superior time management and organizational skills.

	6. Strong interpersonal skills including comfort with persuasive communications.
	7. Excellent report writing and verbal communication skills.
	8. Ability to facilitate group discussions and meetings.
	9. MS Office software proficiency.
Desirable Skills & Experience	1. Demonstrated analytical and investigative skills, specifically regarding research data.
Personal Suitability	2. Experience with techniques of economic analysis
	Must be:
	1. Innovative
	2. Analytical
	3. Self-motivated
	4. Task oriented
Occupational Certification	N/A

VI. FISCAL RESPONSIBILITY

N/A.

VII. EXTENT OF PUBLIC CONTACT

Daily contact both in person and via telephone, with utilities, state energy offices, federal agencies, and WECC staff. Nature of contact ranges from assisting in the facilitation of implementation strategies to answering inquires and evaluating services.

VIII. PHYSICAL DEMANDS

The ability to sit or stand at a desk for extended periods, use a computer and telephone, and use verbal and listening skills in a court of law and various public forums, is essential.

IX. WORKING CONDITIONS AND ENVIRONMENT

Equipment Used: Computer, fax machine, telephone, copier
Travel Status: Occasional
Car Required: No
Normal Work Hours: Monday through Friday, 8:00 AM- 5:00 PM and occasional evening/ weekend hours

Excessive noise?	<u>No</u>
Working around moving machinery?	<u>No</u>
Marked changes in temperature/ humidity?	<u>No</u>
Exposed to dust, fumes, gases, radiation, microwave?	<u>No</u>
Drives motorized equipment?	<u>No</u>
Works in confined quarters?	<u>No</u>

Reports To: Director of Planning, Research, and Analysis