

GOVERNOR'S ENERGY & ENVIRONMENT FELLOWSHIP

Application

Office of Governor John W. Hickenlooper
State of Colorado



APPLICATION AND SELECTION PROCESS

Applicants for our Spring program will be notified on a rolling basis if they have been selected for an interview. Summer program applicants will be notified starting February 2018. After completion of candidate interviews, invitations to participate in the Fellowship Program may be extended.

The Office of the Governor embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Office of the Governor and the State of Colorado are equal opportunity employers.

REQUIREMENTS FOR PARTICIPATION

- Spring Program: Commitment to minimum 16 hours/week, excluding university holidays, January through May 2018, as determined with your supervisor. Schedules are flexible around other responsibilities and may include remote work opportunities.
- Summer Program: Commitment to a consistent weekly schedule of a minimum 20 hours/week, working at least 3 consecutive hours per day in the office, for 12 weeks, during the hours of 8:00 am to 5:00 pm, Monday through Friday.
- 3.5 or higher GPA preferred, however, we will consider lower GPAs on a case-by-case basis
- Two professional or academic references
- Interest in public service and the desire to be a part of an efficient, hard working component of Governor Hickenlooper's Office and the State Executive Agencies

APPLICATION CHECKLIST

Applications will be considered complete when all of the items in the application checklist are received. Please do not submit any supplemental application materials other than those specifically requested. Priority consideration will be given to Spring program applications received by 5pm, Fri. November 17.

- One copy of a fully completed application form
- Resume
- Cover letter (no more than one page) that includes how you found the program
- Two-page essay on why this fellowship aligns with your background, future professional goals, and interest in energy and environmental policy and management

CONTACT INFORMATION

Please address all correspondence (e.g., completed applications or inquiries) to:
Samantha Lichtin – gov_executiveinternship@state.co.us
Subject: E&E Fellowship Application [Your Last Name]
Please send all materials electronically.

REFERENCES

The Energy & Environment Fellowship Program requires that you provide two references. References should be professional or academic – NO PERSONAL REFERENCES.

Reference 1:

Name

Title/Organization

Telephone (day)

Email Address

Relationship to Applicant

Reference 2:

Name

Title/Organization

Telephone (day)

Email Address

Relationship to Applicant

DECLARATION OF CRIMINAL HISTORY

Have you ever been convicted of a felony or misdemeanor? (Yes or No) ____

If yes, when? _____

Please Explain (use an additional page, if necessary):

Have you ever been convicted of a major traffic violation? (including reckless driving, DUI, DWAI, or a hit and run) (Yes or No) ____

If yes, when? ____

Please Explain (use an additional page, if necessary):

Is there anything in your background which might be an embarrassment to the governor or you if it were to become public? (Yes or No) ____

Please Explain (use an additional page, if necessary):

PLACEMENT REQUESTS AND OFFICE DESCRIPTIONS

Please rank up to **three** preferred choices for placement next to the descriptions listed below. Those interested in placement in the Executive Agencies are encouraged to detail which divisions they find most interesting or relevant to their experience in the cover letter or essay. Please note that the number of fellowships is limited. If you are accepted but are unable to be placed within any of your preferred Offices, your placement will be based as much on your academic background and your future career plans as possible. Fellowship placements may also be available in regional offices located outside of the Front Range.

Colorado Governor's Office:

___ **Office of Legal Counsel**

This area provides legal advice to the Governor, his staff, and his cabinet. The Office processes judicial applications and handles appointments to the Judicial Nominating, Performance, and Discipline Commissions. Fellows assist with research and writing projects, asked to help vet judicial nominees, or assigned to follow legislation. Fellowships in this office are exclusive to law students or graduates.

___ **Office of Legislative Affairs**

The Office of Legislative Affairs acts as the Governor's lobbyists to the Colorado General Assembly. Fellows placed in the office during the summer or fall will gain exposure to the drafting and stakeholder processes of crafting state level legislation on behalf of the Governor and the State Agencies. Fellows placed during the spring will assist our Legislative Affairs staff navigate the hearings, committees, votes, and negotiations of the 2018 Legislative Session (January – May).

___ **Office of Policy and Research**

Fellows assist in gathering information and providing analysis on a wide range of federal, state and local issues that come to the attention of the Governor. The staff assists the Governor in developing and monitoring public policies, as well as analyzing all legislation that is considered each session. The office also proactively assists in implementing the Governor's policy agenda, in collaboration with the Governor's cabinet.

___ **Office of State Planning and Budgeting (OSPB)**

This office serves two primary functions. OSPB initiate the annual budget process through the submission of the Governor's executive budget request November 1st to the Legislature. But their primary role is to provide the Governor with timely and complete information and recommendations so he can make sound public policy and budget decisions. This fellow will primarily support OSPB's work overseeing Department of Natural Resources and Department of Public Health and Environment portfolios.

Colorado Executive Agencies:

___ **Colorado Energy Office (CEO)**

The Colorado Energy Office works with partners across a broad range of sectors to deliver cost-effective energy services and advance innovative energy solutions for the benefit of all Coloradans. Primary initiatives of CEO focus on advancing the energy landscape of Colorado (renewables, traditional fuels, and energy policy), energy efficiency, alternative fuel vehicles and electric transportation, energy financing, and low-income assistance in weatherization and solar development. Fellows in CEO will gain exposure to how Colorado promotes innovative energy production and efficient energy consumption practices that are beneficial to the economic and environmental health of the state.

Department of Agriculture

The mission of the Department of Agriculture is to strengthen and advance Colorado agriculture; promote a safe and high-quality food supply; protect consumers; and foster responsible stewardship of the environment and natural resources. Its vision is that Colorado agriculture be strong and vibrant, a key driver of the state's economy, and recognized worldwide for its safe and abundant supply of high-quality food and agriculture products. Fellows placed within the Department of Agriculture will work on the agency's Conservation initiatives on programs including biocontrol, agricultural energy management, groundwater protection, and emergency preparedness and response.

Department of Local Affairs (DOLA)

DOLA is the state agency that is available to help strengthen Colorado's communities. While DOLA's work across the state often focuses on property taxation, affordable housing policies, and assessment appeals, Fellows will primarily work within the Division of Local Government and the Division of Disaster Recovery. This Fellowship is an opportunity to explore how plans developed at the state capitol are implemented at the local level, how energy and environmental issues impact communities beyond the Front Range, and build partnerships with local governments across the state. Specifically, a Western Slope placement will be offered at DOLA's Grand Junction office under the 4R (Rural Response, Recovery, and Resilience) program.

Department of Natural Resources (DNR)

The Colorado Department of Natural Resources was created with a mission to develop, preserve and enhance the state's natural resources for the benefit and enjoyment of current and future citizens and visitors. DNR contains eight divisions overseeing: avalanche information and safety, the State Forest Service, mining, oil & gas, parks & wildlife, state lands, water conservation, and water resources (Office of the State Engineer). Fellows will be assigned to a specific senior level staff member, and will support research and regulatory implementation efforts, with the opportunity to support DNR through regulatory proceedings. Those interested in placement in DNR are encouraged to detail which divisions they find most interesting or relevant to their experience in the cover letter or essay. Description of DNR divisions can be found here: <https://cdnr.us/#/division>.

Department of Personnel and Administration – Colorado Greening Government Initiative

This fellow will play a critical role in delivering on the Greening Government Leadership Council's mission by developing, supporting and implementing programs and strategies that promote innovative energy production and efficient energy consumption in Colorado state government. The fellow is responsible for supporting implementation of the goals and directives outlined in the 2015 Greening Government Executive Order, 2017 Clean Energy Transition Executive Order, and updated 2017 Climate Plan, including the drafting and review of the various templates and reports; monitoring and tracking progress toward goals; and building and supporting campaigns at individual agency.

Department of Public Health and Environment (CDPHE) – Environmental Health

The Environmental aspect of CDPHE is dedicated to monitoring and managing: air quality, water quality, environmental cleanup & contamination (including lead, asbestos, radon, and radiation), oil & gas environmental requirements, waste management & recycling, and sustainability. There may also be opportunities for fellows interested in environmental epidemiology. Fellows will be assigned to a specific supervisor, though may support multiple divisions. Those interested in CDPHE are encouraged to detail preference or prior experience relevant to a subdivision in the cover letter or essay. Description of CDPHE divisions can be found here: www.colorado.gov/pacific/cdphe/divisions.

Office of Economic Development and International Trade (OEDIT) – Outdoor Recreation Industry

The Colorado Office of Economic Development and International Trade (OEDIT) works with statewide partners to create a positive business climate that encourages dynamic economic development and sustainable job growth. This position will support leadership development and advocate for the Colorado's outdoor industry, which includes not only the country's most trafficked ski resorts, but also hiking, biking, rafting, and a growing swell of small businesses.

DECLARATION ON APPLYING

By submitting this application, I affirm that I have reviewed the entire application, and that to the **best of my belief and knowledge the information provided is true and accurate**. I further understand:

- I may be required to submit proof of previous employment, education, military service or any other statements in this application or in any resume or other document submitted.
- My signature below authorizes the release of this and other information covering job related factors for purposes of verification and determination of suitability for participation in the Colorado Governor's Fellowship Program.
- Except for circumstances beyond my control, if I am accepted into and choose to participate in the Colorado Governor's Fellowship Program, I will complete the Program in its entirety.
- If I am receiving academic credit, I am responsible for ensuring that all requirements are met.
- Respect for and strict observance of confidences shared on assignment, in seminars, and over the course of the Program is absolutely essential. Any violation of confidence is grounds for dismissal from the program.
- I consent to the Governor's Office contacting references and verifying information provided on this application or in any resume or other document submitted.
- I consent to a suspicion-based drug test.
- The State of Colorado assumes no obligation of employment subsequent to the Program.
- I release the State of Colorado and its agents and employees from all liability for any damage that may result from furnishing the information in this application or conducting any investigation authorized in this Declaration on Applying.
- I have reviewed the accompanying handbook that includes information about confidentiality and Amendment 41.

My signature below affirms my **Declaration on Applying**.

Printed Name

*Signature

Date

* For electronic submissions, please type your initials in the signature field. By typing your initials, you affirm your Declaration on Applying.