

Job Description

Weatherization Program Analyst

The Weatherization (Wx) Program Analyst will report to the Wx Sr. Program Manager and be responsible for the following activities in the Colorado Energy Office (CEO):

- Inform management on strategies to plan, coordinate, and develop organizational efficiencies and programs.
- Develop quantitative and qualitative analyses for the evaluation of programs to inform management to improve initiatives and strategic plans.
- Implement new policies and allocate resources to facilitate improvement in programmatic areas.
- Work with CEO team members and sub-contractors to develop process and data solutions to better manage the Wx program.
- Support Wx team members in processing outputs and reports for proper grant and sub-grantee administration.
- Support Wx team members in areas of financial management, production tracking, and program implementation.
- Work with Wx staff to manage monthly and year-end reporting and closeout.
- Monitor system performance, maintenance, and tuning of database software.
- Manage the collection and storage of data for various Wx programs using Salesforce and other applications.
- Maintain account security for using database and database management facilities.
- Participate in design and testing systems.
- Ensure adequate documentation of all systems.
- Manage procurement of sub-contractors as it relates to Wx data systems.
- Work with the state IT agency (OIT) on procuring and developing analysis technologies.

Required Experience/ Capabilities

- Undergraduate degree in mathematics, science, or related field and/or relevant experience applicable to job activities. Experience in demand side management programs; energy, budget and technology analysis preferred.
- 3 years of experience in Microsoft Excel and Access; excellent Excel skills are required.
- Able to demonstrate daily leadership and work habits positive to CEO Wx work environment and outcomes.
- Commitment to ethics and accountability.
- Excellent analytical, written, and verbal communication skills.
- Ability to understand and articulate technical concepts, methods, and terminology.

- High level of initiative and ability to work well in independent and team environments.
- Able to implement programs and meet deadlines with minimal direction.
- Able to handle stress and pressure related to job activities and production deadlines.
- Able to promote and manage to State energy direction as articulated by the Governor, CEO Director, and the Legislature.

Expected Salary Range: \$45,000-\$50,000

Interested candidates should submit a cover letter outlining their skills and experience as related to the job posting, resume and professional references to nancey.steinheimer@state.co.us. Salary commensurate with experience.