



Governor's Energy Office

JOB DESCRIPTION

Compliance & Performance Manager - Residential Buildings Energy Saving Partners Program

The Governor's Energy Office (GEO) is seeking qualified candidates for its Compliance & Performance Manager position with the Energy Saving Partners (E\$P) program. The Compliance & Performance Manager is a new position, and will work closely with GEO's E\$P Program Manager in support of Governor Ritter's plan for a New Energy Economy.

The E\$P Program's Compliance & Performance Manager will be responsible for carrying out compliance monitoring of sub-grantees in order to identify any failings in complying with rules and procedures, establishing corrective action plans, and verifying effective implementation of those plans. In addition, the Compliance & Performance Manager will serve as a conduit for best practices to be shared with agencies throughout the state, and will assist in identifying and providing appropriate administrative training for all sub-grantees and partners. This role will involve working from the Governor's Energy Office, located in downtown Denver, and will include travel throughout the state of Colorado.

The work of the Compliance & Performance Manager will vary, but is likely to include the following activities:

- Ensuring the following:
 - Quality field work and administrative performance by all E\$P program sub-grantees;
 - Compliance and performance targets are achieved by E\$P program sub-grantees
 - Compliance with E\$P Field Standards, policies & procedures, and the appropriate federal and state regulations and legislation;
 - Tests and procedures are properly understood, carried out and evaluated and that product modifications are investigated if necessary;
- Establishing compliance and performance objectives for all E\$P program sub-grantees;
- Maintaining awareness of E\$P program context, including budgetary control issues;
- Assessing the local needs of area's low-income population and the sub-grantee's plan to meet these;
- Working with E\$P technical staff to create quality-based requirements for energy efficiency;
- Setting up and maintaining controls and documentation;
- Identifying relevant quality-related training needs;
- Collating and analyzing performance data and charts against defined parameters;

- Bringing together staff of different disciplines and driving the group to plan, formulate and agree on comprehensive quality procedures;
- Working with reluctant grantees to incorporate new quality assurance methods;
- Liaising with other GEO E\$P staff and ensuring the execution of corrective action plans;
- Monitoring performance through gathering relevant data and producing statistical reports.

Since maintaining E\$P program quality demands constant measurement and process redesign, the Compliance & Performance Manager will employ a variety of systems to place quality at the heart of E\$P program operations. These systems may include the deployment of proven management tools such as Total Quality Management, Continuous Improvement, Lean, Six Sigma and other quality improvement methodologies and tools.

Successful candidates will demonstrate the following:

- Familiarity or strong interest in the implementation of residential energy efficiency programs;
- Extensive knowledge of quality control, quality assurance and related programs;
- Effective interpersonal, verbal and writing skills for inspection and monitoring duties;
- Capable of establishing and maintaining productive partnerships between multiple entities;
- Able to develop and successfully manage budgets, work plans and strategic plans,
- Be a team player within the formal organization and amongst the surrounding community,
- Be a self-starter, creative thinker, and good administrator,
- Be familiar with Microsoft Office Suite

Education and Experience Required:

Bachelor's degree in a related field. Post graduate level and other formal courses in management systems and quality assurance/quality control programs are preferred. Minimum of five years professional work experience, including at least three in quality assurance and/or quality control.