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# PROGRAM SPECIALIST II(Job Id 26219)

Location: US:NH:CONCORD

Category: PROFESSIONAL &  
MANAGERIAL

Salary: 44,128.500-  
61,893.000 USD

Post Date: 06/24/2022

Close Date: 07/25/2022

## Description

### State of New Hampshire Job Posting

Department of Energy

21 S. Fruit Street

Concord, NH 03301

Program Specialist II

Division of Policy and Programs

Labor Grade 21

Position # 9T3239

**\*See total compensation information at the bottom of announcement.**

The State of New Hampshire, Department of Energy has a full time vacancy for Program Specialist II.

This is a grant-funded position and is subject to renew every two years.

### ACCOUNTABILITIES:

Researches policy and program planning issues and makes preliminary recommendations for revisions concerning the WAP program. Assists with the Annual Weatherization Assistance Program (WAP) State Plan / funding application preparation.

Coordinates with professional and support staff concerning the development of projects and programs, and fiscal support operations for the Weatherization Program including supervising support staff and Subgrantees in the development and review of reports, applications, funding requests, and the like.

Assists with Program and Sub grantee annual program monitoring and reporting; analyzes training needs of Sub grantees and support staff concerning The Weatherization Program and researches and prepares reports, which are used to recommend changes in program policy and procedure; provides technical assistance and program guidance; accordingly, makes decisions regarding Sub grantee participation in training program/support services.

Oversees and provides fiscal reviews of Subgrantee invoicing, budgeting, and the like, and provides technical assistance to subordinate program support staff with program tracking and reporting, including support for the work of the New Hampshire Weatherization Technical Committee.

Coordinates the implementation of agency and Program policies and procedures, including conducting research, collecting data and performing analysis, aggregation in order to develop reports and make recommendations for necessary changes in operating procedures.

Researches and responds to questions from other staff and agencies pertaining to established policy and rules of the Weatherization Assistance Program. Conducts meetings and drafts reports to present information to staff and administration and provides data in support of program/project reports.

Provides information to weatherization clients and potential clients seeking information, and to Sub grantees seeking information on program procedures, operations, and miscellaneous questions.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with a major study in accounting, business administration, or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in program, project, grants, or operations management, with responsibility for program implementation, direct service delivery, planning or program evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid Driver's license and access to transportation for statewide travel.

Summary: To research and review program regulations and policies and to coordinate the development of work procedures, operational support and administration of The Weatherization Program. To work closely with the WAP Manager, WAP Sub grantees and with support staff at the Department of Energy.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

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For further information please contact Joshua Elliott, Director, Division of Policy and Programs, Joshua.W.Elliott@energy.nh.gov  
603-271-6003

### **\*TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including:

#### **HMO or POS Medical and Prescription Drug Benefits:**

The actual value of State-paid health benefits is based on the employee union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits: <https://das.nh.gov/hr/benefits.html>

**Value of State's share of Employee's Retirement:** 14.53% of pay

#### **Other Benefits:**

- o Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- o Flexible Spending healthcare and childcare reimbursement accounts
- o State defined benefit retirement plan and Deferred Compensation 457(b) plan
- o Work/life balance flexible schedules, paid holidays and generous leave plan
- o \$50,000 state-paid life insurance plus additional low cost group life insurance
- o Incentive-based Wellness Program (ability to earn up to \$500)

#### **Total Compensation Statement Worksheet:**

[https://das.nh.gov/documents/hr/JobSearch/FINAL\\_TOTAL\\_COMP\\_STATEMENT\\_ISSUE.xlsx](https://das.nh.gov/documents/hr/JobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx)

**Want the specifics?** Explore the Benefits of State Employment on our website:

<https://das.nh.gov/hr/documents/BenefitBrochure.pdf>

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<https://das.nh.gov/hr/index.aspx>

EOE

TDD Access: Relay NH 1-800-735-2964