



# Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY16-09		
Business Title: Utility Specialist	State Classification: Program Specialist I	
Salary Group: B17	Salary: \$3,081.34 - \$4,866.58/Month	Hours/Week: 8:00am-5:00pm, M-F
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: October 20, 2015	FLSA Status: Nonexempt	Hours: 40
Closing Date: November 02, 2015	Shift Differential: N/A	Openings: 1
Division: Facilities Design & Construction	Program: Energy Management	

Note: Effective September 1, 2015, to apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

## JOB SUMMARY:

Performs routine (journey-level) consultative services and technical assistance work for the Facilities Energy Management Program in coordination with the Fiscal Division. Work involves assisting with planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, and governmental agencies; including maintaining the Texas Facilities Commission (TFC) utility data system and working with outside vendors and TFC divisions to ensure that the data is current and accurate. May train others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## ESSENTIAL FUNCTIONS:

- Reconciles information from online vendor billing systems with in-house utility database.
- Tracks and reports utility data including anomalies and seasonal usage trends.
- Assists energy management and fiscal staff in determining trends in utility usage and costs and resolving billing, technical, and data management system problems.
- Assists in the preparation of administrative reports, studies, and specialized projects.
- Performs an array of technical, research, program assessment, and administrative activities related to utility data management and resource conservation programs.
- Provides support for and collaborates in the planning, development, and implementation of the TFC's utility data management system.
- Serves as a liaison to agency and vendor staff concerning utility data management specifics, requirements, and status.
- Monitors compliance with requirements, policies, and procedures for managing and reporting utility and resource conservation data.
- Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for utility information and reports.
- Assists in providing technical assistance for utility data management and resource conservation programs.
- Assists with the review of utility data and bill processing to identify areas in need of change and assists with the development of plans to improve or address areas of concern.
- Assists in preparing and evaluating utility budget requests.
- Assists in preparing justifications for the implementation of procedural or policy changes.
- May assist in developing policy and procedure manuals.
- May train others.
- Performs related work as assigned.



# Texas Facilities Commission Employment Opportunities

## **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major coursework in business administration, accounting, or a field relevant to the position is generally preferred.
- Two (2) years of experience in utility data management and bill processing and other activities related to energy management and resource conservation activities preferred.
- Prior experience with accounting systems, preferred.
- Prior experience with large utility billing systems, including review and processing of payments, preferred.
- Knowledge of online utility bill management systems, preferred.
- Education and experience may be substituted for one another on a year-for-year basis.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of local, state, and federal laws related to utility data management and bill processing and other activities related to energy management and resource conservation activities.
- Knowledge of statistical analysis processes.
- Knowledge of research techniques.
- Knowledge of budget processes.
- Demonstrated analytical, logical, and math skills.
- Skill in identifying measures or indicators of program performance.
- Skill in the operation of computers and applicable software.
- Ability to prepare and maintain records, files, and reports.
- Ability to perform data entry and retrieval.
- Ability to provide customer service.
- Ability to meet deadlines.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to devise solutions to problems.
- Ability to prepare reports.
- Ability to develop, evaluate, and interpret policies and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to train others.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position functions in a standard office environment. There are no unusual dangers involved. Must be able to work flexible hours during a legislative session and as needed.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 89A Ammunition Stock and Control and Accounting Specialist; LS Logistic Specialist; YN Yeoman; 0431 Logistics/Embarkation Specialist; 3M0X1 Services; or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at [http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf).

**Incomplete applications will not be considered.**



# Texas Facilities Commission Employment Opportunities

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: Job Posting ID 8401910**