

# Efficiency Maine Trust

## POSITION DESCRIPTION

**TITLE:** RESEARCH AND DATA ANALYST  
**REPORTS TO:** SENIOR MANAGER FOR STRATEGIC INITIATIVES  
**POSTED:** AUGUST 8, 2016  
**DEADLINE FOR APPLICATION:** OPEN UNTIL FILLED  
(Check [www.energymaine.com/opportunities/](http://www.energymaine.com/opportunities/) for status updates)

## ABOUT THE EFFICIENCY MAINE TRUST

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The Efficiency Maine Trust (the Trust) is the statewide program administrator for market-based energy efficiency and alternative energy programs in Maine. This position is not part of the Maine State Civil Service System. More information on Efficiency Maine can be found at [www.energymaine.com](http://www.energymaine.com).

## GENERAL POSITION SUMMARY

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The Research and Data Analyst is a junior staff position that works on the Trust's Strategic Initiatives Team to provide data-focused support in the critical tasks associated with planning, implementation, measurement & verification, and reporting of energy efficiency and alternative energy programs. The Research and Data Analyst's work centers on data collection, analysis, management and presentation and related tasks. Successful candidates should have an interest in advancing Maine's goals of promoting energy efficiency, conservation, and alternative energy. Understanding of basic economics is important. The Trust seeks candidates that are technically and analytically oriented. Strong data, computer, and writing skills as well as attention to detail are required. This position contributes to a mission-driven and stimulating work environment.

## ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES (include but are not limited to):

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- **Program Database Systems and Utility Data:** Assist in maintaining the Trust's project database and managing the database services provider; coordinate enhancements to program data and reporting systems toward the goal of a fully unified data management structure across all Trust programs; provide support for the acquisition and management of customer data from electric and gas utilities.
- **Data Requests:** Compile data for responses to data requests from the Board of Trustees, Public Utilities Commission, Legislature, ISO-New England, program evaluation contractors, national energy efficiency organizations, and other entities; coordinate and track the Trust's responses to industry surveys; responsibilities may include collecting, analyzing and presenting data using graphics.
- **Energy Savings and Benefit/Cost Modeling:** Prepare and analyze electric program data in support of the Trust's participation in the ISO-NE Forward Capacity Market; use the Trust's benefit-cost model to analyze cost-effectiveness for the Annual Report and to for program planning, implementation and monitoring needs; manage the review and updating of benefit-cost model inputs, assumptions and documentation; provide technical research and support for the development and updating of the Trust's Technical Reference Manuals for energy efficiency savings calculations.
- **Publications/presentations:** Prepare program data for inclusion in the Trust's publications and presentations including the Annual Report, Triennial Plan, Annual Updates to the Triennial Plan; develop graphs and charts.
- **Technology and Program Delivery Research:** Investigate emerging energy efficient or alternative energy technologies and relevant program delivery strategies deployed across the country; prepare written summaries, including recommendations based on research.

## SUPERVISORY RESPONSIBILITIES:

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- Position currently has no supervisory responsibilities over other members of the Trust staff.
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## POSITION REQUIREMENTS AND PREFERENCES:

- Education: Bachelor's degree required; preference for major or concentration in math, statistics, computer science, economics, business, engineering or public policy or a similar combination of education and experience with a quantitative focus;
- Employment: Work experience in data analysis or similar position required; experience in utility or energy industry preferred;
- Skills Required:
  - Strong analytical skills; Proficiency using database management systems, either in managing large volumes of data, or developing framework for databases; Strong attention to detail; Flexibility in handling multiple assignments; Ability to clearly and accurately communicate, both verbally and in writing; Ability to work both alone and in a team environment; Advanced user of Microsoft Office software, especially Excel;
  - Teamwork -- Demonstrated ability to foster teamwork, establish and maintain positive working relationships with others, both internally and externally, to achieve goals of the organization and to build a culture of customer service;
  - Critical thinking – Ability to assess program designs, project proposals, program performance, budget priorities, energy technologies, funding opportunities, and proposed innovations or reforms with objective analysis and a critical eye to maximize the effectiveness and integrity of the Trust's programs;
  - Communications – Ability to speak, write and present in a clear, thorough and timely manner using appropriate and effective communication tools and techniques; Demonstrated success in developing a clear understanding of the intended meaning of others; Ability to communicate across all levels of the organization;
  - Problem solving – Ability to identify and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and resolve the problem.
- Skills Preferred: Ability to do statistical analysis; Technical writing and presentation skills; Project management.
- Knowledge Preferred: knowledge of energy efficiency measures and technology; Understanding of utility-type programs such as promoting Demand Side Management, Energy Efficiency and Demand Response;

### Working Conditions

Usually works in an office environment in Augusta, Maine. Occasional travel required.

### Physical Demands

Most duties performed from seated position, with occasional standing and walking required. Frequent use of computer keyboard and monitor, requiring finger dexterity and eye-hand coordination and ability to understand what is on the monitor.

### Compensation

Compensation will be commensurate with qualifications and experience, and consistent with applicable laws. A competitive benefits package is offered. The Efficiency Maine Trust is an Equal Opportunity Employer.

### Next Steps

Please send a cover letter indicating that you are applying for the position of Research and Data Analyst together with a resume to [Karen.Bickerman@efficiencymaine.com](mailto:Karen.Bickerman@efficiencymaine.com).

*This job description is not designed to cover or contain a comprehensive list of all activities, duties, or responsibilities that are required in this position. Other duties are as assigned or as priorities of the Trust dictate.*