

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Energy Project Analyst/1337**

**Function and General Scope**

Positions assigned to this class perform energy program development and implementation on technical projects or programs related to renewable energy resources or energy conservation. Responsibilities include, but are not limited to, monitoring and tracking contract requirements and assisting in development of contracts; assisting in preparation, tracking, accuracy and ensuring timeliness of grant proposals; conducting market research, technical literature review and program analyses in support of project contract requirements.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a relevant energy program discipline and two (2) years experience in energy management, program management, environmental education, technical writing or information analysis and delivery. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.