

PCN	08X098
JOB TITLE	PLANNING MANAGER
LOCATION	ANCHORAGE
RANGE	23/24/25
REPORTS TO	PLANNING DIRECTOR (080230)
FLSA EXEMPT	YES
REVIEWED BY: (NAME AND DATE)	LINDA SENN, FEBRUARY 2025
APPROVED BY: (NAME AND DATE)	CONNER ERICKSON, FEBRUARY 2025
EFFECTIVE DATE	FEBRUARY 11, 2025

Position Purpose:

As Planning Manager, this position works in conjunction with the Director of Planning, on initiating, planning, implementing, evaluating, and managing renewable, efficiency, and emerging energy technology programs. The position also initiates, plans, implements, and evaluates project financing including grants and administration of the Power Project Loan Fund (PPF) program.

Essential Functions:

Program Management

- Manages new programs, services, research, education, outreach, and financing.
- Manage and evaluate existing statewide renewable and energy efficiency policies, programs, services, research, education, outreach, and financing.
- Manages, evaluates, and administers the PPF program, working with communities to secure financing for energy infrastructure projects.
- Manages the preparation for, and annual review process of the Renewable Energy Fund (REF) grant applications, including AEA's recommendations to the Legislature.
- Manages periodic and/or iterative updates, including streamlining, and programmatic efficiency efforts for the REF.
- Works closely with other groups within the authority on technical assistance related issues.
- Assists, as needed, the Project Manager/Program Manager with identifying, summarizing, and tracking external funding opportunities to be pursued by AEA directly, or in coordination with other state entities.

Analysis

- Provides economic analysis and prepares analysis, commentary, and materials for presenting project information to the Board and stakeholders.
- Conducts research on renewable, emerging and efficiency trends in technology, policy and financing.
- Assists in evaluating and analyzing impacts to AEA operations and owned assets owing to proposed legislation, in coordination with other internal AEA departments.
- Evaluates potential energy projects proposed by the general public, the legislature, government agencies, and private companies.

- Assesses economic benefits/costs and other impacts of various energy supply and demand side measures and projects.
- Manages the data and analysis used for the publication of the annual Alaska Energy Statistics Report.
- Manages the publication of the annual REF report, including presentations and project status reports and other materials.
- Manages post-project evaluations to determine the effectiveness of projects and programs and to help gather and share lessons learned.
- Assists in preparing loan committee summary packets for requests related to Power Project Fund (PPF) Loans; other ad-hoc analysis for prospective and existing PPF loans as needed.

Representation

- As needed, represents the agency as the point person for issues relating to project economics and financing, renewable energy (including REF), emerging energy technology and the PPF loan program.
- Coordinates with stakeholders on the development and implementation of programs, policies, and services. These stakeholders range from other state department managers, the governor's office, legislators and their staff, business leaders, native organization leaders, key nonprofit organization leaders, the media, utility executives, federal officials, and peers in other states.
- As needed, makes presentations on behalf of AEA at various state and federal agencies.
- Facilitates resolution of problems, challenges, and energy concerns of grantees.
- May, as needed, serve as the Planning Director in their temporary absence.
- Other duties as assigned.

Work Demands:

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be *reasonably anticipated and are an expectation of the job*.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirements of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement is present but is **not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Physical Requirements	Rating
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	N	P	O	F
Sitting		P		
Walking		P		
Standing		P		
Running	N			
Jumping	N			
Bending or twisting	N			
Squatting or kneeling	N			
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs	N			
Driving cars, light duty trucks		P		
Driving heavy duty vehicles	N			
Using floor-mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			
Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds	N			
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds	N			
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			

Seeing objects at a distance – when driving		P		
Seeing objects peripherally – when driving		P		
Using depth perception – when driving		P		
Seeing close work (e.g., typed print)				F
Distinguishing colors	N			
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
Distinguishing tastes	N			

Work Environment	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			

Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

Other Work Demands	Rating			
	N	P	O	F

Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be willing and able to travel in small planes to rural communities in Alaska.

Describe the Level of Authority and Independence the Incumbent of the Position Exercises:

This position takes independent action and uses independent judgement to manage the Power Project Loan program, the Renewable Energy Fund, and other Authority programs. This position exercises a significant degree of discretion in its functions.

Special Requirements of this Position, if not listed above:

Requires advanced skills in word processing, database software, and spreadsheets. Requires basic skills with email and general office equipment.

- Ability to make and support decisions based on sound financial, technical, and cost benefit analysis.
- Excellent analytical skills in order to make decisions about widely varying approaches, both social and engineering.
- Knowledge of rural energy systems and both statewide and rural Alaska economies.
- Ability to deal with social, cultural, and economic needs and problems of the target groups.
- Skilled in public relations, organization and program management.
- Ability to comprehend written material, interpret and apply rules, regulations and instructions.
- Ability to draw valid conclusions, evaluate suggestions and implement recommendations.
- Skilled in writing, public speaking, and interpersonal communications.

- Ability to work independently in all aspects of a project, including analyzing data structure, generating and compiling data, planning budgets, managing database projects, synthesizing data, preparing and publishing reports and presentations.
- Knowledge of relational database creation and maintenance.
- Strong working knowledge of statistical analysis and forecasting.

Desired Qualifications:

Bachelor's degree in economics, energy systems, engineering, or natural resources, and five years of experience conducting economic and financial analysis.

Distinguishing Characteristics:

- Range 23: Bachelor's degree in economics, energy systems, engineering, or natural resources, and five years of experience conducting economic and financial analysis.
- Range 24: Demonstrates a solid understanding of the position.
- Range 25: Oversees and manages direct report(s).

Supervision:

(List PCNs and titles of positions this position supervises)