

**Position Summary:
Air Policy Analyst – Advanced**

The Lake Michigan Air Directors Consortium (LADCO) is seeking an advanced-level Air Policy Analyst to assist the Wisconsin Department of Natural Resources in Madison, Wisconsin.

Position Summary:

This position is responsible for evaluating and implementing Clean Air Act (CAA) rules, policies and programs and supports the Wisconsin Department of Natural Resources Air Management Program by assessing policy-relevant information related to energy generation, air pollution control programs, and greenhouse gas emissions. This includes working with other policy and technical staff and management to strategize, develop, and implement solutions to help the state respond to federal requirements related to the planning requirements of the CAA, especially, but not limited to, those related to energy and stationary sources of air emissions. This position will also analyze, develop, and implement regulatory plans, programs, rules and policies related to the control of air emissions. This position will support the development of statewide emissions inventories for greenhouse gases and related climate change work, among other activities.

The position will work with the U.S. EPA and other external stakeholders such as industry, utilities, environmental organizations, and the Air Management Study Group on activities related to this position.

The ideal applicant is comfortable working in a dynamic policymaking environment, is capable and motivated to understand complex regulations, is detailed oriented and well organized, can manage flexible work assignments, enjoys challenges, and has exceptional written and verbal communication skills.

A more complete description of positional responsibilities is appended.

Compensation:

Starting pay is between \$23.85 - \$35.70 an hour, based on the candidate's qualifications and experience.

Desired Knowledge, Skills and Abilities:

- Experience researching, analyzing, and interpreting complex written materials (e.g., legislation, regulations or administrative code, technical reports, and policy documents).
- Ability to efficiently draft clear, concise policy documents.
- Ability to understand technical information and scientific data and apply this information in a policy context.
- Experience working collaboratively on assignments or projects.
- Ability to work in a deadline-driven environment and efficiently handle multiple projects and priorities.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills, including the ability to communicate professionally and effectively with a variety of audiences about complex topics.
- Ability to assume responsibility and respond to new challenges within a fast-paced environment and with little direction.

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Location:

This position is located in the central office of the Wisconsin Department of Natural Resources in Madison, Wisconsin. This position is expected to begin as 100% telework but will transition to an office setting when public health conditions in Madison allow.

Application instructions:

To apply, send a single PDF that includes a cover letter (not to exceed 2 pages) and resume by September 2, 2020 to Cortney Shelton at Cortney.Shelton@wisconsin.gov. Reference "Air Policy Analyst Applicant" in the email subject line.

Special notes:

Applicants must be legally entitled to work in the United States (i.e., a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S. without LADCO or Wisconsin Department of Natural Resources sponsorship) at the time of application. Successful applicants will need to undergo a background check before beginning work with the Wisconsin Department of Natural Resources.

**Air Policy Analyst – Advanced
Responsibilities and Accountabilities**

- 45% A. Analyze, develop, and implement regulatory plans, programs and policies related to air quality management, especially (but not limited to) those associated with the energy sector.
1. Review federal rules, guidance, and policies under the Clean Air Act (CAA); provide summaries, describe potential implications, and recommend policy options for the same.
 2. Assist in the development of State Implementation Plans or other CAA-required plans, submittals, or rules needed to meet state obligations under federal law, particularly those related to ozone, sulfur dioxide, and greenhouse gases.
 3. Develop briefing and options papers on complex or emerging issues impacting air quality and recommend policy directions to management.
 4. Participate on multidisciplinary, program-wide teams working on the policy, planning and regulatory activities needed to maintain or support the program's planning requirements under the CAA.
 5. Notify the appropriate staff, managers, and coordinators of proposed federal rules, guidance, and policies that may require comment by the department; when appropriate, work with other technical and policy staff to develop comments on proposals.
 6. Develop and implement projects and programs to evaluate and, when necessary, address air emissions.
 7. Work with air management stakeholders, including utilities, industry, environmental groups, and U.S. EPA, on air quality plans, policies, and issues.
 8. Working with technical information and data, develop and draft documents, letters and other policy materials needed to meet program responsibilities under the CAA.
- 40% B. Analyze and apply energy sector operational and air emissions data to inform program policy development and implementation.
1. Perform analyses of state and regional power sector operational and air pollutant emissions data; develop and analyze trends; assist with the forecasting of potential future emissions from these sources to support program policy needs.
 2. Assist with the development of inventories of utility and stationary source sector emissions, including of ozone precursor compounds, sulfur dioxide, and carbon dioxide.
 3. Research rules, trends, and issues in power system planning and operation, including energy policies, transmission planning, renewable energy integration, emissions

restrictions, distributed generation, and changes in electricity demand. Work with other program technical and policy staff to include this information in state analyses and policy determinations.

4. Work with regional organizations and U.S. EPA to update, refine, assess, and quality-assure the results of power sector modeling completed for regulatory purposes, including the Integrated Planning Model (IPM) and Eastern Regional Technical Advisory Committee (ERTAC) models.
 5. Stay abreast of trends and developments in the energy sector, ensuring this information is made available to inform program activities.
 6. Maintain and use spreadsheet-based tools and other analytical platforms to analyze energy data, trends, programs, and portfolios.
 7. Prepare analyses of legislation, regulatory actions, and other factors affecting regulated industry activities; conduct analytical studies on specific aspects of the energy markets; review outside research on policy and energy industry issues.
 8. Track changes in energy markets and trading programs to assess impacts to state energy generation and associated air emissions.
 9. Assist in the review of economic analyses, including cost-benefit analyses, of energy policies and air pollution control programs.
- 10% C. Complete other activities related to air policy development.
1. Communicate the results of policymaking activities to program staff and coordinators, stakeholders, internal audiences, colleagues, and management.
 2. Assist the section chief and program leadership with responding to short-notice inquiries relating to the air quality plans, rules, policies, or procedures.
 3. As directed, review state rules related to air management and assist with updating rules as may be needed.
 4. Work with program outreach staff to respond to external inquiries regarding air quality planning issues.
 5. Provide review of proposed state legislation and rules related to the air management planning activities and programs.
- 5% D. Completion of other duties as may be assigned.