

OKLAHOMA DEPARTMENT OF COMMERCE
Human Resources Division

JOB ANNOUNCEMENT

Effective Date: 09/09/2026

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Job Number: J-855B

Position Title: Energy Programs Planner

Division: CORE | Community Development

Office Location: Oklahoma City, OK

Salary Range: \$55,000 - \$65,000

Application Deadline: October 9, 2026

The Oklahoma Department of Commerce is the State economic development office. Our mission is to cultivate an environment where businesses and communities can grow and thrive. We are a trusted government agency that partners with businesses and communities for strategic and sustainable growth and success, moving Oklahoma forward to becoming a top-ten state.

The Oklahoma Department of Commerce seeks to fill an Energy Programs Planner position. This position is a full-time position in the state government. Oklahoma Department of Commerce offers a comprehensive [benefits package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. [For more information about the benefit allowance, visit the Oklahoma State Benefits Overview](#). The annual salary for this position is up to \$65,000 based on education and experience.

Position Overview

The Oklahoma Department of Commerce receives annual funding allocations from the U.S. Department of Energy (DOE) to support residential weatherization, commercial energy efficiency, and renewable energy projects. In addition, we manage an energy-revolving loan fund that supports energy-related projects. This position would be primarily assigned to the Energy Programs, but may support other Community Development programs. These federal funding sources are block grants for activities such as public infrastructure rehabilitation, residential weatherization, disaster recovery, housing, and economic development.



Responsibilities

- Conduct on-site technical monitoring of Weatherization Assistance Program (WAP) service providers to assess compliance with Department of Energy (DOE) requirements, Oklahoma WAP policies, approved energy audits, work specifications, and applicable building codes.
- Inspect completed and in-progress weatherization work to verify proper installation, quality, durability, effectiveness, and compliance with approved scopes of work and industry standards.
- Evaluate workmanship and identify technical deficiencies related to air sealing, insulation, ventilation, moisture management, HVAC and duct systems, windows and doors, health and safety, and other weatherization measures.
- Review energy audits, diagnostic testing, work scopes, and technical documentation to determine whether proposed and completed measures are appropriate and effective.
- Verify correction of identified deficiencies and document findings, corrective actions, and follow-up activities.
- Serve as a technical subject matter expert and point of contact for assigned programs and projects.
- Monitor compliance with applicable federal requirements, including 2 CFR Part 200, and identify programmatic, technical, and financial compliance concerns.
- Review subgrantee performance through performance reports, management and financial systems, and other available data; analyze results and provide written assessments and recommendations.
- Collect, reconcile, track, and analyze program and energy data to support performance measurement and program goals.
- Develop and deliver specialized training and technical assistance to address programmatic and technical concerns and improve subgrantee performance and capacity.
- Identify trends, deficiencies, risks, and opportunities for program improvement and recommend strategies to increase program effectiveness.
- Prepare and review monitoring reports, corrective action plans, and other program documentation, including required resolution timelines.
- Collaborate with state programmatic, fiscal, and federal staff to support the successful administration and closeout of assigned grants.
- Communicate technical requirements, findings, and recommendations effectively to contractors, inspectors, subgrantees, program staff, and non-technical audiences.
- Travel throughout Oklahoma to conduct residential inspections and perform other assigned duties; some out-of-state travel may be required.
- Perform other duties as assigned.

Minimum Qualifications

- A bachelor's degree from an accredited college or university, preferably in Public Administration, Energy Sciences, Community Planning, Community Architecture, Sociology, or a related field, is required.
- A technical degree in a related field or five (5) or more years of progressively responsible professional experience in weatherization, residential construction, building science, energy efficiency, HVAC, home performance, building inspection, or a closely related field may be substituted for the bachelor's degree.

Preferred Qualifications

- At least three years of professional experience in program development, project management, financial management/accounting, grants administration, energy programs, or a related field, or an equivalent combination of education and experience, is required. Previous experience or education in financial management, financial analysis, or accounting is preferred.
- The ideal candidate will have experience with federal block grants, DOE-funded programs, state energy office activities, housing programs, energy efficiency, economic development, infrastructure management, or related fields.
- Experience with any of the following is strongly preferred, but not required: State Energy Program, Weatherization Assistance Program, Quality Control Inspector, Energy Auditor, residential construction, home performance, municipal or nonprofit administration, or community planning.

Knowledge and Skills

The following knowledge, skills, and abilities are required:

- Knowledge of program, financial, and performance monitoring principles, including the ability to analyze programmatic, budgetary, and accounting data.
- General knowledge of renewable energy technologies, including solar, wind, geothermal, hydrogen, and biomass.
- Ability to identify compliance deficiencies, articulate problems and solutions, and communicate corrective actions to subgrantees and contractors.
- Strong written, oral, analytical, logistical, and organizational skills.
- Proficiency with computer software and systems used for communication, data management, reporting, and project analysis.
- Ability to support the goals and objectives of assigned programs and advance energy efficiency and renewable energy initiatives.

The following knowledge, skills, and abilities are preferred, but not required:

- Demonstrated experience in residential construction, weatherization, home performance, energy efficiency, HVAC, building inspection, or a closely related field.
- Demonstrated knowledge of building science and residential building systems.
- Ability to interpret energy audits, diagnostic testing, construction documents, work scopes, and technical specifications.
- Knowledge of federal and state grant requirements, including applicable laws, regulations, and 2 CFR Part 200.
- Knowledge of programs or projects related to weatherization, energy efficiency, property rehabilitation, housing, and construction.

Federal Compliance Requirements

This position is funded in whole or in part by federal grant programs and must comply with all applicable federal laws, regulations, and guidance, including 2 CFR Part 200 (Uniform Guidance) and program-specific requirements from the U.S. Department of Energy, U.S. Department of Housing and Urban Development, and U.S. Department of Health and Human Services, as applicable, as well as any other federal or state grant programs administered by the agency.

The employee is responsible for adhering to federal reporting requirements, financial management standards, internal controls, and all relevant state and agency policies related to federal grant administration.

Application Instructions

To apply, submit a resume, cover letter, and references through the official Oklahoma state careers portal: [Oklahoma state careers portal](#)

Employment Disclaimer

This job announcement does not constitute an employment contract, expressed or implied. The Oklahoma Department of Commerce reserves the right to modify, withdraw, or close this job announcement at any time without notice. Employment with the State of Oklahoma is subject to applicable state and federal laws and agency policies.

Equal Opportunity Employer Statement

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Accessibility Statement

This document is available in alternative formats upon request. The Oklahoma Department of Commerce is committed to providing equal access to employment opportunities.

Contact Information

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