



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: ASSOCIATE ENERGY SPECIALIST (TED)
(Will consider an Energy Analyst)

TENURE: PERMANENT

TIME BASE: FULL-TIME

SALARY: ASSOCIATE ENERGY SPECIALIST \$4,759 - \$5,914
ENERGY ANALYST \$3,047 - \$3,730 (RANGE A)
\$3,299 - \$4,075 (RANGE B)
\$3,956 - \$4,901 (RANGE C)

LOCATION: SACRAMENTO, CA

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES:

Under the direction and supervision of the Energy Commission Supervisor II (TED), in the Energy Efficiency Research Office. The incumbent serves as a member of an interdisciplinary Buildings team to plan, develop, implement and administer energy research, development and demonstration (RD&D) efforts related to the efficient use of energy in residential and commercial sectors. The incumbent performs a variety of complex analytical tasks in support of the Buildings Efficiency Program.

The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced green energy technologies and their complex relationship related to environmental issues.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will participate in meetings with staff from the Energy Commission and with other agencies.

- **Project Management.** The incumbent will manage all phases of a research project. Responsibilities include, but are not limited to: a) prepare work statements, budgets, schedules, and other materials necessary to finalize the funding agreement and contract document; b) identify measurable technical and economic objectives to be used to determine project success; c) maintain business relationships with the contractor; d) initiate and approve contract amendments; e) review contractor's monthly progress reports and prepare evaluations of the project; f) review and approve invoices; g) conduct independent and in-depth technical reviews of the work conducted by the contractor; h) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; i) provide presentations to office, division, and Commission management on the status of the project.

Cont'd.

JOB OPPORTUNITY BULLETIN

Cont'd.

- Solicitation Management and Administration. Develop, select, implement and manage the Buildings Efficiency Program contract and grant solicitations. Responsibilities include: a) develop program strategies and methodologies to focus solicitations on the most relevant RD&D opportunities; b) oversee the administration of solicitation activities including developing and writing solicitation documents; c) assist in conducting bidders' conferences; d) develop written summaries of evaluations prepared by consultants and state leads; and e) handle any contract/grant disputes that may arise.
- Technology Transfer. Activities will include collecting project information from all proposals; analyze energy savings and other data; and prepare technical reports, spreadsheets and databases. The incumbent may perform analyses related to the economic evaluation of building related energy efficiency technologies. Provide program results to counterparts at other state agencies and Energy Commission staff from other divisions.
- Other Duties as Required: Consistent with the specification of the classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #310-445
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922