



# JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	Energy Resources Specialist III (Supervisory)
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	\$7,451.00 - \$9,259.00
<b>LOCATION:</b>	Efficiency Division Appliances and Outreach and Education Office
<b>FINAL FILING DATE:</b>	Until Filled

The California Energy Commission's Appliances and Outreach and Education Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9<sup>th</sup> Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

## DUTIES/RESPONSIBILITIES:

- Plans, organizes and directs the work of staff engaged in compliance and enforcement activities. The incumbent shall ensure that the regulated community is receiving a high level of customer support from compliance staff. Oversees the development and closure of enforcement matters to ensure high levels of compliance with adopted state and federal standards.
- Plans, organizes and directs the work of staff engaged in the technical analysis and evaluation of proposed appliance efficiency standards; and coordinates the preparation of reports, models and analyses of appliance measures to determine energy use and technical, economic and environmental feasibility. Oversees the development of required rulemaking documents pursuant to the Administrative Procedures Act.
- In consultation with the Energy Resources Specialist III (Managerial), helps lead and coordinate interagency working groups and stakeholder collaboratives to leverage external resources to implement energy efficiency measures supporting the appliance energy efficiency program.
- Provides supervision for all individuals within the unit including: individual motivation, performance review, career development, personnel actions, and training.
- Represents the Commission before utilities, legislators, private energy service companies, federal lending institutions, other state and local government agencies, the public and industry organizations affected by efficiency programs.\



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- Assists the Energy Resources Specialist III (Managerial) with management responsibilities within the office, including recruitment, administrative and management coordination.
- Perform other duties as required consistent with the specifications of this classification.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Highly developed written and oral communication skills.
- Ability to train and supervise staff in their production of timely quality work products.
- Ability to promote staff development.
- Proven ability to direct, motivate and earn the respect of staff.
- Ability to adjust programs and schedules to accommodate needed changes.
- Experience as a motivated self-starter.

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #410-394 and Position #535-410-4813-002 in the "Explanation Section" of the STD 678.** A separate application is required for each position. Resumes are welcomed but do not take the place of the completed State Application STD 678. Will consider a Training and Development (T&D) Assignment. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

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

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA #410-394  
1516 9<sup>th</sup> 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