



# JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	Energy Commission Specialist I (TED)
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	\$5,488.00 - \$6,820.00
<b>LOCATION:</b>	Efficiency Division, Existing Buildings and Compliance
<b>FINAL FILING DATE:</b>	Until Filled

Established in 1974, the California Energy Commission is the state's primary energy policy and planning agency. Located in vibrant downtown Sacramento, within walking distance from Light Rail, the state Capitol, and other amenities, the California Energy Commission is advancing many of the state's cutting edge energy and climate programs and policies.

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

#### DUTIES/RESPONSIBILITIES:

- Serve as a team lead and/or team member to conduct research and analysis and provide technical leadership, direction, and coordination efforts for the Existing Buildings Program projects. As technical expert and project manager, responsibilities include preparation of the project concept, plan, schedule, and milestones, which includes the coordination and implementation of technical topic areas identified for analysis of feasibility, cost-effectiveness, and appropriateness to be included in the Existing Buildings Program. The incumbent's responsibilities also include setting the agenda for workshops and hearings, posting notice information on the Energy Commission's website, and timely distribution of notices to the public. The incumbent will be responsible for presenting project status information to the Efficiency Lead Meetings, Business Meetings, and incorporating comments or revising schedules as appropriate. Serve as a lead team member and/or team member in the implementation of Existing Buildings Energy Efficiency Action Plan. Prepare reports on project, program and technology issues and achievements.
- As a technical expert, provide technical leadership, analysis, direction and management of projects. For rulemakings, responsibilities include completion of filing documents with the Office of Administrative Law and the Secretary of State's Office and preparing and distributing any post workshop and hearing notices and agendas for the proceeding. Duties also include responding to questions, and preparing technical and policy documents and briefings.
- Manage contracts: Serve as contract manager for funded contracts for the residential and nonresidential contracts that will be needed in order to implement the Action Plan.



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Responsibilities will include preparation of solicitation documents, conducting bidder's conferences, proposal evaluation and selection, negotiation of work statements, deliverables, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.

- Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies.
- Perform other related duties as required consistent with the specification of this classification.

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

- Knowledge of the Building Energy Efficiency Standards for Residential and Nonresidential Buildings;
- Demonstrated ability to use a variety of analytical and research techniques to assist in evaluating and quantifying the effect of building energy efficiency measures, assist in resolving energy efficiency problems, and develop and evaluate alternatives;
- Demonstrated ability of completed staff work;
- Knowledge of project management;
- Ability to communicate ideas effectively; and
- Strong written and verbal communication skills.

**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 be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #420-240 and Position #535-420-4184-001 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.

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
 Attn: RPA #420-240  
 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