



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Energy Resource Specialist III (Managerial)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$8,731.00 - \$9,916.00

**LOCATION:** Efficiency Division, Existing Buildings

**FINAL FILING DATE:** 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 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:**

- Plans, organizes and directs the work of a professional staff engaged in developing and implementing energy efficiency programs and regulations for existing buildings in California. Oversee outreach programs, education, training, technical assistance and informational services to the existing building industry.
- Represents the Commission in presentations, briefings and meetings and maintains high level liaison with utilities, legislators, other state and local government agencies, and the public and industry organizations affected by the implementation of efficiency programs for existing buildings.
- Develops planning and analytic methodologies to assess and evaluate programs to increase efficiency in existing buildings, and marketing, outreach and educational for efficiency measures and programs.
- Interprets and assesses collected data and analyses, and advises and makes recommendations to the Deputy Director, the Executive Director and the Commissioners regarding programs, policy issues, and legislative proposals on energy measures and programs to achieve greater efficiency, including marketing, outreach, and educational programs for existing buildings.
- Acts as the Commission's primary contact for marketing, outreach, and educational programs for efficiency measures for existing buildings.
- Performs other duties as required consistent with the specifications of this classification.



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

- Excellent interpersonal skills, including working within a large team environment.
- Strong management and leadership skills to direct the work of the office and meet operational goals.
- Strong project management background to ensure swift movement of projects to completion.
- Ability to communicate effectively and relay complicated information in a clear and concise, consumer-friendly manner.
- Ability to work with other offices and Divisions within the Commission on interdisciplinary projects.
- 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 #420-337 and Position #535-420-4805-001 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 #420-337  
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