

California Energy Commission



CLASSIFICATION:	Associate Energy Specialist (TED) (May consider downgrading to an Energy Analyst)		
TENURE/TIME BASE:	Permanent/Full-time		
SALARY:	Assoc. Energy Spec.		\$4,997 - \$6,210
	Energy Analyst	Range A:	\$3,199 - \$3,917
		Range B:	\$3,464 - \$4,279
		Range C:	\$4,154 - \$5,146
LOCATION:	Advanced Fuel Production Office Fuels and Transportation Division Sacramento, CA		
FINAL FILING DATE:	Until Filled		

Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission, a special funded agency, is seeking exceptional people to build upon California's transportation energy and energy efficiency successes, and shaping our energy future.

The Advanced Fuel Production Office's primary responsibility is the implementation of the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) which receives approximately \$100 million per year to develop and deploy innovative technologies that will transform California's fuel and vehicle types to help attain the state's alternative fuel use and petroleum reduction goals in a manner consistent with climate change policies. The emphasis of this program is to deploy alternative and renewable fuels in the marketplace, without adopting any one preferred fuel or technology, and in doing so decrease, on a life-cycle basis, greenhouse gas emissions, air and water pollutants, reduce or avoid multimedia environmental impacts, and maintain the sustainability of the state's natural resources.

ASSOCIATE ENERGY SPECIALIST (TED) - DUTIES/RESPONSIBILITIES:

Under the general supervision of the Energy Resources Specialist II (Supervisory), the Associate Energy Specialist will perform a variety of technical and analytical tasks related to increasing the use of alternative and renewable fuels and innovative technologies that transform California's fuel and vehicle types to help attain the state's climate change policies. The incumbent will have responsibility for individual projects, transportation energy analysis, outreach development activities, and agreement management activities associated with the ARFVTP program in the Advanced Fuel Production Office.

ENERGY ANALYST – DUTIES AND RESPONSIBILITIES:

A duty statement is available upon request.

WORKING CONDITIONS:

Work is performed primarily in an office and/or meeting room setting and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Travel may be required to attend off-site workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or 40-hour workweek may sometimes be required

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques.
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff.
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative.
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports.
- Ability to gather, compile, analyze, and interpret written and numerical research data.
- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs.
- Ability to make effective presentations and interact effectively with both internal and external parties.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics.

WHO MAY APPLY:

All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #610-356 and Position #610-4056-051 or RPA #610-356 and Position #610-5837-xxx in the “Explanation Section” of the STD. 678.**

Applications will be screened and only the most qualified will be contacted for an interview.

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 #610-356
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statement:

<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 654-4305 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922