



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Commission Specialist III (TED)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$6,621.00 - \$8,237.00
LOCATION:	Office of Compliance Assistance and Enforcement
FINAL FILING DATE:	Until Filled

The California Energy Commission's Office of Compliance Assistance and Enforcement (OCAE) 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 9th 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>

The Energy Commission Specialist III (TED) is under the general direction and supervision of the Energy Resources Specialist III (Supervisor) in the Office of Compliance Assistance and Enforcement within the Executive Office (OCAE). The incumbent serves as the highest-level specialist and project lead for multi-disciplinary teams regarding various complex energy technologies and analytical work supporting the Compliance Assistance and Enforcement Program. The incumbent will lead projects, programs, investigations, enforcement activities, training and compliance assistance related to enforcing regulations governing the state's appliance and energy efficiency standards; alternative and renewable transportation fuels and technologies; thermal power plants 50 megawatts and larger; and the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities. The incumbent will provide expert guidance on highly complex and technical issues; and provide expert consultation on all appliance efficiency enforcement matters.

DUTIES/RESPONSIBILITIES:

- Serve as the project manager for enforcement lead generation and oversee coordination with OCAE staff, the Efficiency Division staff and management, and Energy Commission attorneys to identify targets for investigation (e.g., retailers, distributors and manufacturers). Provide expert technical guidance, analysis, direction, and evaluation to turn these leads into investigations.
- Serve as a high-level specialist and lead investigator on high profile, complex enforcement cases. Gather evidence to support case investigations, conduct complex settlement conferences, and assist other staff with conferences as needed.



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- Review and edit all investigator correspondence and settlement agreements for technical content and accuracy. Assist with developing budget proposals and work plans. Recruit, interview, hire, and supervise student assistants.
- Serve as a project coordinator and oversee the audit program for manufacturer test laboratories to ensure they are testing in accordance with the applicable regulations and test procedures
- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Highly developed analytical, investigative, negotiation and communication skills.
- Ability to train and supervise staff in their production of timely quality workproducts.
- Ability to promote staff development and 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. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA # 151-482 and Position # 151-4186-xxx 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 # 151-482
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

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

personnelervices@energy.ca.gov