



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Commission Specialist I (TED)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$5,488.00 - \$6,820.00
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:

- Serve as a team lead to conduct research and analysis and provide technical leadership, direction, and coordination efforts to lead the Existing Buildings Program projects. Conduct research and analysis, provide technical assistance, and coordinate efforts to review, approve, and provide continued oversight of the Existing Buildings Program to increase energy efficiency of the existing building stock, with primary focus on nonresidential buildings. Assignments may include, but are not limited to: (a) analyze, facilitate, implement, and/or strive to improve energy efficiency measurement programs; and (b) lead and perform technical, policy, and/or economic analysis regarding programs managed or overseen by the California Public Utilities Commission (CPUC), Investor-Owned Utilities (IOUs), Publicly-Owned Utilities (POUs), program administrators, and/or Local Governments (LGs) to enhance development and implementation of energy efficiency program portfolios. As a technical expert and project manager, responsibilities include preparation of the project concepts, plans, and milestones for coordination and implementation of technical topics identified in the Action Plan and Barriers Study.
- Coordinate with other Energy Commission offices, and public and private agencies to promote financial investments in energy efficiency projects in alignment with finance strategies laid out in the Action Plan and Barriers Study.
- As a technical expert, provide technical leadership, analysis, direction and management of the rulemaking proceeding and completion of filing documents and development of notices, coordination of the document filing with the Office of Administrative Law and Secretary of State's Offices, responding to questions, and receiving final adoption approval for the implementation of the programs in the Existing Building Program.
- Manage contracts (including work authorizations) and grants related to the Existing Buildings Program, Barriers Study, and/or Local Government Challenge. Perform the duties of a contract manager, or assist the contract manager or project manager. Responsibilities will include



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assisting in the preparation of business requirements for technical work, solicitation documents, work authorizations, or grant opportunity documents; conducting bidders' conferences; proposal evaluation and selection; negotiation of scopes of work, work authorizations, deliverables, and costs (labor fees and direct expenses); preparing contracts, grants, and request memoranda; assigning work; monitoring work progress; processing invoices; tracking expenditures; and preparing related, 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 #420-269 and Position #535-420-4184-002 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.

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #420-269
1516 9th 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