



# JOB OPPORTUNITY BULLETIN

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| <b>CLASSIFICATION:</b>    | Mechanical Engineer  |
| <b>TENURE:</b>            | Permanent  |
| <b>TIME BASE:</b>         | Full Time  |
| <b>SALARY:</b>            | A \$5,098.00 - \$6,078.00<br>B \$5,837.00 - \$7,303.00<br>C \$6,751.00 - \$8,447.00<br>D \$7,631.00 - \$9,548.00 |
| <b>LOCATION:</b>          | Efficiency Division, Existing Buildings Office   |
| <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 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:

- Provide engineering analyses to support the Existing Residential Buildings Unit's efforts under the Existing Buildings Program, and in particular, the strategies of Assembly Bill 802 and the Senate Bill 350 / Assembly Bill 758 Existing Buildings Energy Efficiency Action Plan (which includes AB 802 benchmarking). Support the development of energy efficiency targets consistent with the Action Plan, and help develop recommendations for the Integrated Energy Policy Report (IEPR) that achieve desired results, including regular course corrections towards meeting the goal of doubling of forecasted energy efficiency savings in final end uses of retail customers. Conduct engineering research and analysis, provide technical assistance, and coordinate efforts among Energy Commission staff, other State and local agencies, stakeholders, and the public to increase energy efficiency of the existing building stock, including multifamily residential buildings (AB 802). Assignments may include, but are not limited to: analyze and facilitate improvements in energy efficiency programs; prepare complete and comprehensive engineering reports; evaluate designs and specifications for mechanical systems such as heating, ventilating, and air conditioning (HVAC); determine the engineering specifications required for building energy efficiency measures (i.e., lighting, HVAC, thermal mass) to be incorporated into calculation methods. Perform engineering evaluation of the economic impact and energy savings of alternative building designs to verify cost effectiveness. Perform difficult engineering tasks and prepare detailed energy efficient engineering analysis, technical studies and investigations for building design. Occasional travel may occur in order to perform this task.
- Provide engineering support to the development of energy analysis computer programs and to determine the engineering assumptions included in applications for approval of new calculation methodologies and energy analysis computer programs which determine compliance with the Existing Buildings Program.



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- Serve as a technical resource person and provide professional engineering advice and prepare and present expert witness testimony on complex building design questions and manage complex engineering contracts to develop and analyze existing building designs and specifications. Prepare complete responses to difficult engineering correspondence and telephone inquiries about building designs, drawings and specifications. Occasional travel may occur in order to perform this task.
- As contract manager, responsibilities include preparation of RFP's, conduct bidders' conferences, bidder evaluation and selection, negotiation of work statements, deliverables, financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.
- Organize, conduct and participate in workshops, hearings, conferences, briefings and training sessions.
- Perform other duties as required consistent with the specifications of this classification.

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

- Ability to communicate effectively and be able to relay complicated information in a simple, consumer-friendly manner
- Excellent interpersonal and team leadership skills
- Ability to work with other offices within the Division and other Divisions within the Commission on interdisciplinary projects
- Ability to effectively write and edit technical program information

**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 #420-402 and Position #535-420-3583-021 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 #420-402  
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