

California Energy Commission



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Energy Commission Specialist II (TED)

TENURE/TIME BASE: Permanent/Full Time

SALARY: \$6,329 - \$7,866

LOCATION: Renewable Energy Division
Sacramento, CA

FINAL FILING DATE: **Until Filled**

ABOUT THE DIVISION:

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 Renewable Energy Division at the California Energy Commission is committed to expanding the use of renewable energy in California in a way that maximizes the economic, environmental, and grid-reliability benefits to all Californians.

DUTIES/RESPONSIBILITIES:

The Energy Commission Specialist II (ECSII), (TED), is under the direct supervision of the Energy Resources Specialist III (S) in the Renewable Energy Division. The ECSII position is characterized by incumbents independently performing the most complex, sensitive and responsible work which requires, on a regular basis, a high level of knowledge, skill and ability. The incumbent will be the lead staff and technical specialist responsible for technical, policy and fiscal/administrative work in distributed energy generation programs in the Renewable Energy Division. Duties include implementation of legislation and policy to support the growth of renewable energy technologies in the marketplace. The incumbent will act as the program lead for the New Solar Homes Partnership and support other renewable energy related program activities.

This position requires an understanding of a broad range of analytic, policy, and functional program issues. The incumbent will:

- Prioritize work to ensure that work products are complete, timely, and of high quality.
- Balance ongoing workload with unplanned and high-priority requests to ensure that critical work is completed.
- Represent the Energy Commission before federal, state, and local agencies as needed.
- Appropriately manage sensitive and confidential information.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Strong leadership skills

- Ability to analyze technical and complex situations accurately and take effective action.
- Advanced written and oral communication skills.
- Excellent attention to detail.
- Knowledge of renewable energy technologies.
- Ability to work independently and in a team environment.
- Experience with grant and incentive programs

WHO MAY APPLY:

Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class 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 in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a cover letter as well as 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 #550-536 and Position #5500-4185-030 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:

California Energy Commission
Attn: RPA 550-536
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statements:

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

For additional questions regarding this recruitment, you may contact (916) 653-4521 or email personnel@energy.ca.gov.

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