

# California Energy Commission



**CLASSIFICATION:** Associate Energy Specialist (TED)  
Will consider Energy Analyst

**TENURE/TIME BASE:** Permanent/Full-time

**SALARY: Associate Energy Specialist:** \$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 Vehicle Technologies 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, passionate team committed to developing innovative strategies and recommending policy solutions that reduce greenhouse gas emissions, promote energy efficiency, and reduce our dependence on petroleum? If so, the California Energy Commission is seeking exceptional people to take on challenges to build upon California’s transportation energy successes and help shape our energy future.

**DUTIES AND RESPONSIBILITIES:** Under the general supervision of the Energy Resources Specialist III (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, infrastructure, and vehicle types to help attain the state's climate change policies. This position will include responsibility for individual projects, transportation energy analysis, outreach, and agreement management associated with the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) as part of the Advanced Freight Technologies and Planning Unit within the Advanced Vehicle Technologies Office.

**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 using a variety of analytical techniques.
- Excellent communication skills, including the ability to follow instructions and communicate ideas effectively with a large diverse technical staff.
- Excellent interpersonal skills, including a proven ability to work effectively in a team atmosphere under pressure, as well as independently and at one’s 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 well with both internal and external parties.
- Proficiency on a personal computer and familiarity with word processing, database 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 #610-537 and Position #610-4056-052 in the “Explanation Section” of the STD. 678.**

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

**Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test.**

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Personnel Office RPA 610-537 California Energy Commission 1516 Ninth Street, MS-3 Sacramento, CA 95814-5504 (916) 654-4309	<b>California Relay (Telephone) Service          for the          Deaf or Hearing-Impaired</b> <b>From hTDD Phones: 1-800-735-2929</b> <b>From Voice Phones: 1-800-735-2922</b>
--	---