

# California Energy Commission



## JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	<b>Energy Analyst</b>
<b>TENURE:</b>	Limited Term – Up to 14 months, may become permanent*
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	Energy Analyst: Range A: \$3,199 - \$3,917 Range B: \$3,464 - \$4,279 Range C: \$4,154 - \$5,146
<b>LOCATION:</b>	Energy Assessments Division, Supply Analysis Office Sacramento
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

The Energy Assessments Division (EAD) consists of a multi-disciplinary staff of economists, engineers, scientists, and programmers, responsible for developing methodologies, models, and data for analyzing energy supply and demand. The Supply Analysis Office (SAO) conducts assessments of the electricity and natural gas systems, as well as the transportation fuels infrastructure, and the demand for petroleum, renewable, and alternative fuels.

### **JOB DESCRIPTION:**

This position serves as part of an interdisciplinary team that monitors and analyzes California's transportation fuels network as part of the Petroleum Industry Information Reporting Act (PIIRA) data collection program. The incumbent performs a variety of data entry, consultative, and analytical tasks of average difficulty using data analysis and data management tools.

**DUTIES/RESPONSIBILITIES** include but are not limited to:

- Assists in the data entry and quality control activities related to the PIIRA data collection activities. Works as a team member in the development of new databases and reports to ensure that the PIIRA program and other Transportation Fuels Data Unit data sources are meeting technical and administrative objectives.
- Collects data and analyze trends in transportation fuel issues and their implications for California. Incumbent also assists in the preparation of studies and analysis of transportation fuel production and distribution, including the production, pricing, and distribution of alternative and petroleum based fuels.
- Disseminates information on California's transportation fuels infrastructure and markets in response to data requests from Energy Commission management, Commissioners, other government agencies, and the general public. Incumbent will also monitor Transportation Fuels Data Unit information found on Energy Commission websites to ensure the information is timely and accurate.

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

- Excellent interpersonal and collaborative skills.
- Ability to successfully work within a larger team environment.
- Excellent analytical skills and the ability to reason logically and creatively while analyzing a variety of analytical techniques.

*(over)*

- Excellent written and oral communication skills. Ability to effectively write and edit technical program information.
- Ability to gather, compile, analyze and interpret written and numerical research data.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics.

**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 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 #830-191 and Position #830-5837-003 in the “Explanation Section” of the STD. 678.**

***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 #830-191  
1516 9<sup>th</sup> 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) 654-4305 or email [personnel@energy.ca.gov](mailto:personnel@energy.ca.gov).*

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

*\*Tenure information revised 4-11-18*