

California Energy Commission



CLASSIFICATION: **Energy Commission Specialist II (TED)**
Will consider an ECS I (TED) for Recruitment and Development

TENURE/TIME BASE: Permanent/Full Time

SALARY: ECS II: \$6,028 - \$7,491
 ECS I: \$5,488 - \$6,820

LOCATION: Energy Assessments Division, Demand Analysis Office
 Sacramento

FINAL FILING DATE: **October 23, 2017**

The mission of the Energy Assessments Division (EAD) is to conduct assessments of California’s electricity, natural gas, petroleum, and transportation systems and trends and to provide that information to the state’s decision makers and the public. This information assists these and other stakeholders to develop energy policies that balance the need for adequate resources with economic, public health, safety, and environmental goals. The division’s emphasis is on building staff capabilities in the latest modeling and analytical techniques.

DUTIES/RESPONSIBILITIES: The Energy Commission Specialist II (TED) serves as the technical lead for collecting information about equipment energy use in residential, commercial, and industrial buildings and dedicated technology that generates or stores energy used by these buildings. The incumbent must have a high level of technical knowledge, skill, and ability well above the journey level. Responsibilities include, for example, survey instrument design, developing research plans and data analysis methodologies, survey implementation, contract management, and responding to data requests. The data collected includes energy consumption classified by specific building and equipment characteristics. Equipment characteristics are based on evaluating the energy impact of current and new technologies. This data collection and analysis contributes to more detailed and accurate energy demand forecasts, providing a basis from which California’s policy and decision makers can review, assess, revise, and enact state energy policy.

Among other duties, for example, the incumbent conducts highly complex technical assessments of survey methodologies and research plans, and evaluates the scope and design of survey instruments for effectiveness in evaluating current and future equipment technology characteristics and generation storage technologies. The incumbent also plans and designs new data collection procedures and ensures the data is collected in the most efficient manner; leverages survey data collection technologies; evaluates new data collection methods and collaborative opportunities for data collection; and develops a broad on-going data collection process. The incumbent also evaluates energy technology development that will impact customer energy use and develops methods that incorporate current and future technology impact on energy use that will improve sector surveys.

(over)

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent analytical skills and the ability to reason logically and creatively while analyzing a variety of analytical techniques
- 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.
- Excellent interpersonal and leadership skills. Ability to work under pressure effectively, both under supervision as well as independently, within a team environment and maintaining positive and constructive work relationships with others.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models, and graphics.
- Intermediate to Advanced skills with Microsoft Excel and Word software programs and database programs.
- Ability to communicate complicated information a simple, consumer friendly manner.
- Ability to master new technical concepts

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 State Restriction of Appointments (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. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-122 and Position #820-4185-001 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 #820-122
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) 654-4305 or email personnel@energy.ca.gov.

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