



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Commission Specialist II (Efficiency) Will consider an Energy Commission Specialist I (Efficiency)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	
LOCATION:	Office of Compliance Assistance and Enforcement
FINAL FILING DATE:	Until Filled

The California Energy Commission's Office of Compliance Assistance and Enforcement (OCAE) 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 Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES:

The incumbent serves as a lead technical specialist analyzing and reporting the energy savings accruing from the implementation and enforcement of the Energy Efficiency Building Standards, Appliance Efficiency Standards, and other conservation programs. Serve as a project lead and contract test lab manager. The Energy Commission Specialist II (ECS II) investigates, gathers and organizes evidence into compliance enforcement documents and presentations supporting compliance violation enforcement cases leading to successful compliance plans and settlement agreements. The ECS II may work with advisory groups and provide expert consultation services to develop compliance assistance materials and provide training material and presentations to industry to facilitate compliance with the applicable energy efficiency standards. The incumbent may act as a liaison between the Efficiency Division and the OCAE to coordinate and collaborate on Appliance Efficiency Regulations and enforcement database issues and developing and maintaining program metrics.

Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Highly developed analytical, investigative, negotiation and communication skills.
- Ability to train and lead staff in their production of timely quality work products.
- Ability to adjust programs and schedules to accommodate needed changes.
- Experience as a motivated self-starter.

(cont'd)



(cont'd)

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. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA # 151-206 and Position # 151-4936-XXX 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.*

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

SUBMIT APPLICATIONS TO:

Personnel Services Office Attn: RPA# 151-206
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
personnelservices@energy.ca.gov