



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Staff Services Manager I (Specialist)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$5,689.00 - \$7,068.00
LOCATION:	Efficiency Division, Administration Office
FINAL FILING DATE:	Until Filled

The Administration Office in the Efficiency Division of the California Energy Commission is looking for an independent and highly motivated individual to lead the Division's rulemaking activities. The Efficiency Division has amazing opportunities to develop regulation to help California meet its new and exciting greenhouse gas reduction mandates, targets, and goals in Senate Bill 350 (de León): Clean Energy and Pollution Reduction Act and Assembly Bill 802 (Williams): Building Energy-Use Benchmarking and Disclosure Program.

The Staff Services Manager I (Specialist) will function as a nonsupervisory staff specialist in a difficult and sensitive program development, policy, or coordination position. The incumbent will support four offices in the Efficiency Division by independently carrying out responsibilities under the Administrative Procedure Act (APA) for the promulgation of regulations. The incumbent will ensure that regulation adopted by the Efficiency Division comply with the requirements of the Office of Administrative Law (OAL) and other applicable federal and State statutes.

Be a part of a team who is key to California's strategy to address climate change. If you have excellent interpersonal, organizational, and rulemaking 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.

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

DUTIES/RESPONSIBILITIES:

- Review rulemaking activities to ensure compliance with the APA; develop and recommend Efficiency Division regulatory policies; prepare written materials in conjunction with Energy Commission policies and procedures for complying with the APA; coordinate rulemaking processes; research and prepare written materials necessary to the promulgation of regulatory packages; analyze and develop responses to public inquiries on the nature and status of proposed and adopted regulations, and determine the manner and scope of responses to public written comments to regulations.
- Serve as liaison with OAL and the Commission's Chief Counsel's Office on the technical review of statutory criteria applicable to rulemaking; analyze the statutory and regulatory authority to ensure that rulemakings meet the requirements of law; review, edit, and develop strategies and proposals to correctly identify problem areas of each component of rulemaking records to ensure conformance with the requirements of the APA, the Public Resources Code, other applicable statutes, and federal regulation. Develop Fiscal Impact Statements and Updated Informative Digest for rulemaking records.
- Coordinate reviews of initial and final regulatory documents with staffs of Efficiency Division



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offices, Chief Counsel's Office, Executive Office, Lead Commissioner, California Natural Resources Agency (CNRA), and Department of Finance (DOF), including preparation of appropriate transmittal documents. Consult with CNRA, DOF, and OAL on rulemaking procedures and practices.

- Prepare Efficiency Division annual rulemaking calendar in consultation with the Chief Counsel's Office. Develop rulemaking timelines consistent with the requirements of the APA, and work with Efficiency Division staffs to meet applicable timelines. Identify areas of instructional need; and develop an instructional plan, prepare training materials, coordinate training, and present seminars and instruction to Efficiency Division staffs on the APA rulemaking process, procedures, and best practices. Develop and manage posting of regulatory data, reports, and information on the Energy Commission's Website, and maintain and update all regulatory activities in conformance with statutory development requiring electronic availability of regulatory documents.
- Prepare and review technical materials necessary to respond to issues associated with the development of non-regulatory matters, such as legislative reports, Efficiency Division guidance documents, correspondence, internal memoranda, and other reports. Review statutes enacted by the Legislature to determine its impact on Efficiency Division regulatory policies and procedures under the APA and advise and recommend necessary changes to internal programs to implement and effectuate the require changes.
- Perform other duties as required consistent with the specifications of this classification.

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. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #400-341 and Position #535-400-4800-001 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 #400-341
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922