



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Resources Specialist III (Supervisory)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$7,824.00 - \$9,722.00
LOCATION:	Efficiency Division, Existing Buildings and Compliance Office
FINAL FILING DATE:	Until Filled

The California Energy Commission's Existing Buildings and Compliance Office 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 Energy Resources Specialist III (Supervisory) is under the general supervision of the Energy Resources Specialist III (Managerial) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent is the first-level supervisor and performs a variety of supervisory, program evaluation and planning and policy analysis and formulation. The incumbent supervises and directs technical staff and has major program responsibilities in the more complex and technical functional areas of evaluation, analyses and implementation of energy efficiency opportunities that can be achieved by a regulatory process. The incumbent also assists the Energy Resource Specialist III (Managerial) in coordinating interagency working groups and stakeholder collaborative to leverage energy efficiency opportunities.

- Plan, organize and direct the work of staff engaged in technical analysis and evaluation of efficiency opportunities and measures considered for incorporation into the Existing Buildings Program, including, but not limited to, opportunities and measures applicable to existing residential buildings.
- Coordinate the preparation of models and analyses of building measures to determine energy use and technical, economic, and environmental feasibility. Coordinate such activities across division lines to assure consistency of approach.
- Provide supervision for all staff within the unit including: individual motivation, performance review, career development, personnel actions, and training.
- Represent the Energy Commission before utilities, legislators, other federal, state, and local government agencies; the public; and industry organizations affected by efficiency programs.



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- Assist the Energy Resources Specialist III (Managerial) with management responsibilities within the office, including recruitment, administrative and management coordination.
- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Highly developed written and oral communication skills.
- Ability to train and supervise staff in their production of timely quality work products.
- Ability to promote staff development.
- Proven ability to direct, motivate and earn the respect of staff.
- Ability to adjust programs and schedules to accommodate needed changes.
- Experience as a motivated self-starter.

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 not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #420-038 and Position #535-420-4813-002 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 #420-038
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

