



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Analyst
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	Range A \$3,199.00 – 3,917.00 Range B \$3,464.00 – 4,279.00 Range C \$4,154.00 – 5,146.00
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:

- As part of a team, conduct research, data collection, and technical analysis, for the purposes of developing a plan that identifies the barriers to compliance and makes recommendations to overcome those barriers to achieve the Energy Commission's goal of increasing of compliance with and enforcement of the Standards.
- As contract manager or project manager, responsibilities will include the preparation of solicitation or work authorization documents, conducting bidders' conferences, proposal evaluation, and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work to contractors, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.
- As part of a team, facilitate stakeholder engagement for the purposes of investigating, identifying, and evaluating compliance with the Standards, and the development a plan that promotes compliance with the Standards, identifies program solutions, plans future programs, and makes recommendations to achieve the goals of the Compliance and Enforcement program. Assist with coordinating and collaborating with other subject matter experts at state agencies including the CSLB, the U.S. Department of Energy, national energy laboratories, other states, private sector experts and innovators, and other stakeholder groups. Assist with collaborating with building departments and other stakeholders throughout California to understand the barriers that they face with enforcement of the Standards and to help them overcome those barriers through ongoing technical assistance efforts.
- Respond to requests for technical assistance and information from project proponents and others interested in energy policy, programs, and technologies.



JOB OPPORTUNITY BULLETIN

- As part of a team, represent the Energy Commission by attending workshops, hearings, and conferences on issues associated with the Standards and its related programs. Present oral testimony and make presentations before the Commission, other government agencies, industry organizations, and other public forums. Occasional travel may be necessary to perform these duties.
- Assist in reviewing reports and processing administrative documents for Energy Commission Business Meetings, organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions. Occasional travel may be required to perform this task.
- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects
- Strong written and verbal communication skills

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 #420-060 and Position #535-420-5837-075 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 #420-060
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

