



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Resources Specialist III (Supervisory)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$7,600.00 - \$9,444.00
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:

- Plan, organize, and direct the work of a multidisciplinary staff engaged in 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 nonresidential buildings. Supervise staff performing policy, technical, and economic analyses of existing building energy efficiency opportunities and measures. Supervise staff who are implementing programs that carry out the strategies of the Senate Bill 350 / Assembly Bill 758 Existing Buildings Energy Efficiency Action Plan, focusing on, but not limited to, nonresidential buildings. Supervise staff developing energy efficiency targets consistent with the Action Plan, and help develop recommendations for the Integrated Energy Policy Report (IEPR) that achieve desired results. Supervise staff monitoring implementation, including developing regular course corrections towards meeting the goal of doubling of forecasted energy efficiency savings in final end uses of retail customers. Supervise staff implementing the Assembly Bill 802 (2015) benchmarking program, including regulations development, outreach, and monitoring. Coordinate efforts among Energy Commission staff, other State and local agencies, stakeholders, and the public to increase energy efficiency of the existing building stock.
- 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.



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- Represent the Energy Commission before utilities, legislators, other federal, state, and local government agencies; the public; and industry organizations affected by efficiency programs.
- 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 #420-361 and Position #535-420-4813-001 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. **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 #420-361
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

