



# JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	Energy Commission Specialist II (EFF)
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	\$6,028.00 - \$7,491.00
<b>LOCATION:</b>	Efficiency Division Local Assistance and Financing Office
<b>FINAL FILING DATE:</b>	Until filled

The California Energy Commission's Local Assistance and Financing 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.

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

- Perform complex analytical work that for statewide energy efficiency programs including the Proposition 39 K-12 and Energy Conservation Assistance Act; Energy Partnership Program; and the Bright Schools Technical Assistance Programs. Duties include: program metric development and analytics employing the Proposition 39 program On-line Energy Expenditure Plan System, utility data and other applicable data sources. Perform other program support and outreach duties including but not limited to webpage development and updates; program communications including the preparation and approval process of E-Blasts; program evaluation surveys and assisting in the development and completion of program PowerPoint and Web-Ex presentations.
- Assist in program development and administration activities, working closely with an Energy Commission Specialist III on energy efficiency programs.
- Manage contracts, grants and loans related to statewide energy efficiency programs. Work with Bright Schools technical assistance contractors to review and approve technical assistance audits.
- Serve as a primary resource on school and governmental entity construction issues related to efficiency and sustainability, including testifying and representing the Energy Commission on such matters. Represent the Energy Commission on the Collaborative for High Performance Schools (CHPS) organization.



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- Attend workshops, hearings, and conferences on issues associated with statewide energy efficiency programs. Occasional travel may occur to perform these duties.
- Perform other duties as required consistent with the specifications of this classification.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Ability to communicate effectively and be able to relay complicated information in a simple, consumer-friendly manner
- Excellent interpersonal and team leadership skills
- Ability to work with other offices within the Division and other Divisions within the Commission on interdisciplinary projects
- Ability to effectively write and edit technical program information

**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 #440-062 and Position #535-440-4936-025 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 #440-062  
1516 9<sup>th</sup> 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

