



# JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	Associate Energy Specialist (EFF) <i>Will Consider Energy Analyst</i>
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	\$4,759.00 – \$5,914.00
<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 in support of the Proposition 39 K-12 Program and Energy Conservation Assistance Act-Education Subaccount including program metric development and analysis using the Proposition 39 Program On-line Energy Expenditure Plan System and utility data. Perform other program support 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.
- Manage contracts. As a contract manager, responsibilities include preparing solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, communications with contractors, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.
- As a team member develop and coordinate local government activities funded through the Commission loan and grant programs by identifying needed services and improvements and preparing programmatic reports which may entail developing evaluation, monitoring and verification plans; securing data from appropriate sources; downloading and evaluating data; and creating and maintaining databases and spreadsheets.



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- Serve as liaison to schools and local government organizations, including attending and presenting at conferences and representing Commission programs and activities. Present evaluation results and recommendations to office staff, division, and Commission management and affected public agencies.
- 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

**PLEASE NOTE:** Possession of minimum qualifications will be verified prior to 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.

**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 address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reemployment, reinstatement, etc.), RPA #440-349 and position number 440-4938-027 in the "Explanation Section" of the 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.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
 Attn: RPA #440-349  
 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

