



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Commission Specialist II (TED) <i>Will Consider Energy Commission Specialist I (TED)</i>
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	ECS II: \$6,028 - \$7,491 ECS I: \$5,488 - \$6,820
LOCATION:	Efficiency Division, Standards Compliance Office
FINAL FILING DATE:	Until Filled

Established in 1974, the California Energy Commission is the state's primary energy policy and planning agency. Located in vibrant downtown Sacramento, within walking distance from Light Rail, the state Capitol, and other amenities, the California Energy Commission is advancing many of the state's cutting edge energy and climate programs and policies.

The Standards 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 full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>.

DUTIES/RESPONSIBILITIES:

- Serve as a team lead to conduct the most complex research and analysis, and provide advanced technical leadership, direction, and coordination in complex technical and analytical work supporting the Compliance and Enforcement program. Identify the barriers to compliance and develop programs to overcome those barriers resulting in increased compliance with the Energy Standards that can be quantified and reported.
- Serve as a technical expert on Energy Standards Compliance and Enforcement. Develop a comprehensive program to increase the compliance and enforcement of the Building Energy Efficiency Standards throughout California by coordinating with other state agencies (e.g., Contractor State Licensing Board, Board of Engineers, and Public Utilities Commission), utilities, building departments, builders, and others. Develop procedures and processes for contacting and working with the various parties. Develop a process to quantify the energy savings and carbon emission reductions achieved through the increased compliance with the Building Energy Efficiency Standards for reporting purposes. As project manager, lead technical staff in the accomplishment of the program goals.
- Engage stakeholders to investigate; identify and evaluate Building Energy Efficiency Standards compliance and enforcement barriers, develop program solutions, plan future programs, and solicit stakeholder input to implement the goals of the Compliance and Enforcement program.
- As the state's subject matter expert, represent the Commission by attending workshops, hearings, and conferences on issues associated with the Building Energy Efficiency



JOB OPPORTUNITY BULLETIN

Standards program and the California HERS program. 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.

- Manage contracts, related to compliance and enforcement issues surrounding the Building Standards and the California Home Energy Rating System program.
- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent analytical skills and the ability to reason logically and creatively while analyzing a variety of analytical techniques.
- Excellent written and oral communication skills. Ability to effectively write and edit technical program information. Ability to gather, compile, analyze, and interpret written and numerical research data.
- Excellent interpersonal and leadership skills. Ability to work under pressure effectively, both under supervision as well as independently, within a team environment and maintaining positive and constructive work relationships with others.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models, and graphics.
- Intermediate to Advanced skills with Microsoft Excel and Microsoft Word software programs.

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 be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #450-415 and Position #535-450-4185-001 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. 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.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #450-415
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