

California Energy Commission



CLASSIFICATION: Energy Resources Specialist III (Managerial)

PENDING DEPT OF FINANCE APPROVAL

TENURE/TIME BASE: Permanent/Full Time

SALARY: \$8,560 - \$9,722

LOCATION: Renewable Energy Division
Sacramento, CA

FINAL FILING DATE: **Until Filled**

ABOUT THE DIVISION:

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 Renewable Energy Division at the California Energy Commission is committed to expanding the use of renewable energy in California in a way that maximizes the economic, environmental, and grid-reliability benefits to all Californians.

The California Energy Commission's Renewable Energy Division is looking for a motivated Office Manager to help lead the administration of Customer Programs Office including the New Solar Homes Partnership Program. In this capacity, the Office Manager will be leading a team responsible for the implementation of the New Solar Homes Partnership Program, the SB 1 Solar Equipment Lists and planning activities focused on distributed generation integration.

DUTIES/RESPONSIBILITIES:

The Energy Resource Specialist III (Managerial) is under the general direction of the Deputy Director of the Renewable Energy Division. The Energy Resource Specialist III (Managerial) is responsible for planning, organizing, directing and managing the staff, programs and activities of the Customer Programs Office including but not limited to being responsible for overseeing staff and students administering the New Solar Homes Partnership Program, the SB 1 Solar Equipment Lists, and planning activities focused on distributed generation integration. The Energy Resource Specialist III (Managerial) advises the Deputy Director, Executive Director, and Commissioners on a broad range of issues relating to distributed generation technologies and integration, including state and local programs aimed at accelerating the adoption of small-scale solar energy systems throughout the state; technological and other opportunities for integration; and performance, reliability, and consumer protection issues related to rooftop solar generation technologies. In addition, the Energy Resource Specialist III (Managerial) represents the Division and the Commission before various state, federal, and local energy regulatory agencies and regional, national, professional, and governmental bodies which significantly influence the state's policy with respect to the goals of the administration's renewable energy policies.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of and ability to analyze renewable energy technologies
- Ability to coordinate the complex technical work of others
- Act as the highest team lead in analyzing more technical and complex situations accurately and take effective action
- Excellent writing skills
- Ability to communicate effectively both orally and in writing

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class 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 in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

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 #510-371 and Position #5100-4805-003 in the “Explanation Section” of the STD. 678.**

***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:

California Energy Commission
Attn: (RPA 510-371)
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statements:

<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 653-4521 or email personnel@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922