

California Energy Commission



CLASSIFICATION: Energy Resources Specialist III (Managerial)
TENURE: Permanent
TIME BASE: Full Time
SALARY: \$8,731.00 - \$9,916.00
LOCATION: Renewable Energy Division
Sacramento, CA
FINAL FILING DATE: **March 23, 2018**

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.

DUTIES/RESPONSIBILITIES:

Under the direction of the Deputy Director of the Renewable Energy Division, the Energy Resources Specialist III (Managerial) plans, organizes, directs and manages the staff and activities in the following program areas: Renewables Portfolio Standard Program, Integrated Energy Policy Report, Geothermal Grant and Loan Program, Power Source Disclosure, Senate Bill 350 implementation, and other initiatives related to utility-scale and distributed renewable generation. The Energy Resources Specialist III advises the Deputy Director, Executive Director, and Commissioners on a broad range of renewable technology and market issues, and may represent the division or Energy Commission on regional, national, professional, and government bodies that influence the state's renewable programs.

This position requires an understanding of a broad range of analytic, policy, and functional program issues. The incumbent will:

- Plan, organize, direct, and manage the work of professional staff engaged in developing and implementing California's renewable programs and initiatives.
- Prioritize work to ensure that work products are complete, timely, and of high quality.
- Ensure that staff develop program and technical expertise and support overall staff development.
- Balance ongoing workload with unplanned and high-priority requests to ensure that critical work is completed.
- Keep the Deputy Director, executive management and Commissioners apprised of project status.
- Recruit, train, coach, develop, and evaluate the performance of technical and clerical staff.

- Coordinate with federal, state, regional and local agencies, public and private organizations and groups affected by or interested in the division's programs.
- Represent the Energy Commission before federal, state, and local agencies as needed.
- Appropriately manage sensitive and confidential information.
- Prepare, monitor, and update office work plans, budgets, and administrative and fiscal reports.
- Assist the Deputy Director in designing and implementing Division programs, policies, and procedures.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Strong supervisory and leadership skills
- Ability to analyze technical and complex situations accurately and take effective action
- Ability to motivate staff.
- Ability to manage and resolve conflict.
- Advanced written and oral communication skills.
- Excellent attention to detail.
- Knowledge of renewable energy technologies.
- Knowledge of electricity generation technologies and facilities.
- Ability to work independently and in a team environment.
- Ability to apply strategic planning principles.

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. To be considered for this position, all applicants **must** include a one-page cover letter describing how they will contribute to the Renewable Energy Division. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #510-382 and Position #5100-4805-001 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 510-382)
 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