

California Energy Commission



CLASSIFICATION: Energy Commission Specialist II (TED)
TENURE: Permanent
TIME BASE: Full Time
SALARY: \$6,028.00 - \$7,491.00
LOCATION: Renewable Energy Division
 Sacramento, CA
FINAL FILING DATE: Until Filled

(If you have previously applied for this vacancy, you need not apply again)

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 supervision of the Energy Resources Specialist III (S), the incumbent serves in the Renewable Energy Division as lead staff for the for the Verification Unit of the Renewables Portfolio Standard (RPS) Program. The incumbent must display a thorough understanding of California's renewable energy laws, regulations, and policies as well as the role of the energy sector in achieving California's greenhouse gas emissions reduction goals. The incumbent is expected to develop thorough knowledge of the history and current requirements of the RPS Program; renewable and non-renewable energy resources; load serving entities in California; electricity markets; reporting and procurement requirements under the RPS Program; and RPS Program verification and compliance activities and processes.

The incumbent will assist the Energy Resources Specialist III (S) in efforts to mentor and train staff, plan unit activities, and manage workload and tasks to ensure completion all program activities in the required timeframes. The incumbent will respond to requests for information from colleagues and stakeholders, engaging management when appropriate. The incumbent will document decisions and activities to develop a record of standard practices and policy decisions. The incumbent will prepare regular updates, reports and presentations to keep management fully informed of completed and planned program activities, identifying issues of specific concern to division and Commission management and the Commissioners.

The incumbent will

- act as lead staff for the implementation of verification activities for the RPS program;
- contribute to the verification of procurement and generation claims for the RPS, specializing in the most complex issues;
- assist the ERS III (S) with developing strategic plans for the continued implementation and improvement of the RPS Program Verification Unit;

- evaluate current program implementation and develop recommendations for program improvements;
- coordinate activities with the RPS Certification Unit and other Commission programs and divisions;
- plan, develop and implement outreach to program participants;
- lead efforts to plan, document, and test new functionality and improvements to current functionality in the RPS Online System;
- contribute directly and lead other staff in contributing to updates to the RPS Eligibility Guidebook, program Regulations, methodology reports, reporting templates and forms, and other related program materials;
- review staff deliverables to ensure work products are complete and accurate; and
- act as an Energy Commission representative to engage public and private entities addressing issues relating to RPS Verification and Compliance.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

The successful applicant should have:

- Knowledge of renewable energy technologies
- Ability to coordinate the complex technical work of others
- Excellent attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to work independently and in a team environment
- Excellent interpersonal and leadership skills
- Ability to effectively write and edit technical documents
- Ability to relay complicated information in a simple, consumer-friendly manner
- 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. Please include a one-page cover letter describing how you can contribute in this position. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #520-171 and Position #5200-4185-002 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 520-171
 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.

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person. For more information about the above program and other programs at the California Energy Commission, visit our website at www.energy.ca.gov.

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

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