

California Energy Commission



CLASSIFICATION: Energy Commission Specialist I (TED)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$5,488.00 - \$6,820.00

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.

DUTIES/RESPONSIBILITIES:

Under the direction of the Energy Resources Specialist III (S), the Energy Specialist I (TED) performs more complex, sensitive and responsible work, which requires, on a regular basis, a high level of knowledge, skill, and ability that is demonstrably above the journey level. The incumbent will serve on a team of staff responsible for the verification of renewable energy generation and procurement under the requirements of California's Renewables Portfolio Standard (RPS). The incumbent will develop a thorough understanding of renewable energy resources used to generate electricity in California, including biomass, geothermal, hydro-electric, solar photovoltaic, solar thermal, wind and potentially others. The incumbent will also develop a thorough understanding of the RPS Program requirements, verification methodologies, and issues affecting the energy system and energy markets in California relevant to the RPS.

The incumbent will perform in a team environment and will collaborate with other staff, renewable energy industry stakeholders, the public, state and local agencies, and industry organizations and associations. The incumbent will contribute to the verification of procurement and generation claims for the RPS; review and evaluate submitted reports and supporting documentation, ensuring proper application of program guidelines; serve as a technical expert on RPS Program topics with guidance and support from Lead Staff; track status of verification activities; and conduct extensive communication with program participants and stakeholders.

The incumbent will

- independently perform technical analyses of generation data and procurement reporting data;
- monitor timely submittal of data and update databases as needed;
- prepare summaries and reports of verification findings
- maintain collaborative working relationships with program participants

- coordinate activities with the RPS Certification Unit and other Commission programs and divisions;
- plan, develop and implement outreach to program participants;
- monitor, document and report on verification functionality in the RPS Online System.
- contribute to efforts to plan, document, and test new functionality and improvements to current functionality in the RPS Online System;
- contribute to updates to the RPS Eligibility Guidebook, program Regulations, methodology reports, reporting templates and forms, and other related program materials; 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
- 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

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. 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 #520-172 and Position #5200-4184-004 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 520-172
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

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.