

California Energy Commission



CLASSIFICATION: Energy Resources Specialist III (Managerial)

TENURE/TIME BASE: Permanent/Full-time

SALARY: \$8,731-\$9,916

LOCATION: Administration Office
Fuels and Transportation Division
Sacramento, CA

FINAL FILING DATE: **October 23, 2017**

Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission, a special funded agency, is seeking exceptional people to build upon California's transportation energy and energy efficiency successes, and shaping our energy future.

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director of the Fuels and Transportation Division, the Energy Resource Specialist III (Managerial) (ERSIII) is responsible for assisting the Deputy Director in all aspects of the division's programs, policies, and administrative responsibilities. In this capacity, the ERSIII functions in the place of and as an extension of the Deputy Director. The incumbent will perform the functions of the Deputy Director in their absence. In addition, the ERSIII has responsibility to manage specific programs and projects and provide oversight and management of the division's administrative and budget functions.

The incumbent will perform the following duties:

- Participate with the Deputy Director in decisions on complex policy matters and on the overall activities, organization, and long-term direction of the division. Develop policy statements, program direction, and division goals as needed.
- Provide management direction and leadership for projects requiring a broad policy perspective and high degree of political sensitivity and develop and provide support and leadership for special projects such as policy reports, environmental documents, legislation review, and special studies that involve interoffice and interdivisional coordination.
- Provide oversight for the division's administrative activities including budget preparation and workplans, contract management, and personnel actions. Evaluate staff activities, projects, and performance to ensure compliance with Commission mandates and policies and to ensure continuity with program missions and goals
- Provide management direction and leadership for sensitive division programs and projects such as special reports and quick responses to the Legislature, Governor, or Commissioners.

JOB OPPORTUNITY BULLETIN

- Represent the division at Commission hearings, business meetings, policy and program committee meetings, interdivisional meetings, interagency meetings, project workshops, and other forums.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- knowledge and experience in the functions of a professional manager and team building
- knowledge and experience related to the statutory responsibilities and issues of the Division
- ability to work with internal and external stakeholders to set priorities across a diverse set of programs and activities
- ability to work effectively with and to gain the confidence of staff, management, and Commissioners on policy and technical issues
- ability to coordinate the most sensitive and complex interdivisional and interagency projects and policies
- ability to apply strategic planning principles
- administrative ability and knowledge of State and Commission requirements and procedures in budgeting, workplan preparation, hiring and contracting.

FILING INSTRUCTIONS:

Interested applicants must submit:

- A completed Standard State Application (Form 678) to the 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 #600-126 and Position #6000-4805-002 in the "Explanation Section" of the STD. 678.**
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- A resume. Note: Resumes do not take the place of the Statement of Qualifications.
- A cover letter.

Applications will be screened and only the most qualified will be contacted for an interview.

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 600-126)
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/services@energy.ca.gov.

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