

California Energy Commission



CLASSIFICATION: Executive Assistant

TENURE/TIME BASE: Permanent/Full Time

SALARY: Executive Asst: \$3,576 -\$4,475

LOCATION: Fuels and Transportation Division
Sacramento, California

FINAL FILING DATE: **Until Filled**

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:

The Fuels and Transportation Division’s primary responsibility is the implementation of the Energy Commission’s Alternative and Renewable Fuel and Vehicle Technology Program (Program) which receives approximately \$100 million per year to develop and deploy innovative technologies that will transform California’s fuel and vehicle types to help attain the state’s alternative fuel use and petroleum reduction goals in a manner consistent with climate change policies. The emphasis of this program is to deploy alternative and renewable fuels in the marketplace, without adopting any one preferred fuel or technology, and in doing so decrease, on a life-cycle basis, greenhouse gas emissions, air and water pollutants, reduce or avoid multimedia environmental impacts, and maintain the sustainability of the state's natural resources.

The Executive Assistant is under the direction of the Deputy Director of the Fuels and Transportation Division. The incumbent performs a variety of diverse administrative, analytical and secretarial functions requiring initiative, independence, discretion and knowledge of Commission policies and procedures. This position requires consistent display of tact, experience and independent judgment in performing assignments in support of the Deputy Director and the overall operation of the Division.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent organizational skills and ability to prioritize and schedule work effectively.
- Ability to follow oral and/or written instructions.
- Ability to accurately analyze and evaluate problems and situations and then take effective action.
- Ability to work independently under pressure and time constraints while effectively handling changing priorities.
- Ability to work cooperatively and professionally with a variety of people and diverse technical staff.
- Ability to communicate ideas and thoughts effectively, both orally and in writing.

- Ability to handle sensitive and confidential assignments with tact, discretion and diplomacy.
- Ability to utilize interpersonal skills to establish and maintain a positive work environment and cooperative working relationships.
- Excellent attendance, punctuality, dependability and telephone etiquette.
- Proficiency in spelling, grammar and proofreading.
- Accurate typing at a speed of at least 45 words per minute.
- Experience and intermediate to advanced skills with, Microsoft Word, Microsoft Excel, Microsoft Access, and Visio.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, 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. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #600-201 and Position #600-1728-xxx 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 600-201)
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