

# California Energy Commission



## JOB OPPORTUNITY BULLETIN

**Pending Dept. of Finance Approval**

**CLASSIFICATION:** Energy Resources Specialist III (Managerial)

**TENURE/TIME BASE:** Permanent/Full-time

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

**LOCATION:** Advanced Vehicle Technologies Office  
Fuels and Transportation Division  
Sacramento, CA

**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.**

The Advanced Vehicle Technologies Office is one of three offices within the Fuels and Transportation Division responsible for the implementation of the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). The ARFVTP receives approximately \$100 million per year to demonstrate 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 California's sustainability policies, specifically in the areas of energy, air quality, and climate change.

### **DUTIES/RESPONSIBILITIES:**

Under the general direction of the Deputy Director, Fuels and Transportation Division, the Energy Resources Specialist III (Managerial) (ERS-III) is responsible for planning, organizing, directing and managing the staff, programs, products, and activities of the Advanced Vehicle Technologies Office. This includes, but not limited to, managing the Advanced Freight Technologies and Planning Unit, the Advanced Vehicle Technologies and Planning Unit, and the School Bus Program Unit; overseeing the staff, contracts, and products associated with these programs; preparing and monitoring office workplans, staffing plans, and budgets; hiring, training, coaching, and evaluating staff to allow them to meet their duties and develop their capabilities; facilitating open communication within the Office and between the Office and other parts of the Commission and other agencies; facilitating a positive and professional work environment within the Office; directing and reviewing staff work products and holding staff accountable for their products and performance.

The incumbent will assist the Deputy Director and serve as a member of the Division's Management Team in establishing and implementing Division programs, administrative policies, budgets and resource plans, long-term direction and strategic plans, and procedures; develop policy recommendations and advise the Deputy Director, Executive Director, and Commissioners on a broad range of transportation fuel and vehicle technology issues. In addition, the ERS-III represents the Division and Commission before various state, federal and local energy regulatory agencies and regional, national, professional, and governmental bodies.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high programmatic, administrative, policy – influencing functions effectively. The most successful applicant should have:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the agency's Equal Employment Opportunity Program objectives.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.
- (3) Ability to communicate effectively and coordinate activities with internal and external stakeholders.
- (4) Knowledge of the statutory responsibilities of the Office and the issues affecting the supply of and the demand for transportation fuels and deployment of vehicles.

**DESIRABLE QUALIFICATION(S):** The successful applicant should have:

1. Ability to develop and manage an interdisciplinary staff.
2. Awareness of and sensitivity to the issues of management and supervision in state government.
3. Ability to act as liaison with top-level managers, private and public sector representatives, the Legislature, Governor's Office, and state, federal and local governmental agencies.
4. Ability to participate in mid- to directorate-level strategic planning and to evaluate and recommend Commission policy and program direction.
5. Detailed knowledge of the Commission's transportation, fuels, contingency planning, and global climate change programs.
6. Knowledge of fossil fuels and transportation fuels in particular, alternatives to conventional fuels and transportation technologies, energy contingency planning, and related issues such as global climate change.
7. Ability to ensure the technical quality of Commission program products, to provide new perspectives, and develop and implement new initiatives.
8. Ability to communicate effectively orally and in writing.

## FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 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 #610-309 and Position #6100-4805-003 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.

**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.

**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 610-309)  
1516 9<sup>th</sup> 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 [personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov).**

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