

# California Energy Commission



**CLASSIFICATION:** Energy Commission Specialist II (TED)  
Will consider Energy Commission Specialist I (TED)

**TENURE/TIME BASE:** Permanent/Full Time

**SALARY:** Energy Commission Specialist II (TED): \$6,028 - \$7,491  
Energy Commission Specialist I (TED): \$5,488 - \$6,820

**LOCATION:** Advanced Vehicle Technologies Office  
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.*

The Advanced Vehicle Technologies Office's primary responsibility is the implementation of the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) 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.

**DUTIES/RESPONSIBILITIES:**

Under the general supervision of the Energy Resources Specialist III (Supervisory), the Energy Commission Specialist II (TED) provides expert guidance on highly complex technical and economic issues related to the development and use of alternative and renewable fuels and vehicle technologies in California's transportation sector, specializing in medium-duty and heavy-duty vehicle technology demonstration and fueling system infrastructure. The incumbent will perform sensitive and complex analyses requiring a high level of judgment and technical knowledge. The incumbent will have responsibility for vehicle technology demonstration and infrastructure projects requiring coordination of several staff inside and outside of the Energy Commission. Additionally, the incumbent will lead the office's Advanced Freight Technologies and Planning team in solicitation planning efforts in support of the ARFVTP funding as it relates to freight and goods movement in California. Projects led by the incumbent are critical to the mission of the Energy Commission and they address broad national issues such as global climate change. The incumbent will be required to work alone and/or in a team environment, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will participate in and lead meetings with other staff, other agencies, and interest groups.

**WORKING CONDITIONS:**

Work is performed primarily in an office and/or meeting room setting and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Travel may be required to attend off-site workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or 40-hour workweek may sometimes be required.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Knowledge of economic cost-effectiveness, cost-benefit, and quantitative analysis methodologies.
- Experience in evaluating economic impacts of energy policies and energy projects.
- Experience in designing and managing economic incentives programs or investment funds.
- Knowledge of current private sector and public policy issues facing the market for alternative transportation fuels and technologies.
- Knowledge of state contracting procedures, and experience and ability to manage and direct complex contract activities to meet program goals and objectives.
- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques.
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff.
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative.
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports.
- Ability to gather, compile, analyze, and interpret written and numerical research data.
- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs.
- Ability to make effective presentations and interact effectively with both internal and external parties.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics.

**WHO MAY APPLY:**

All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. E-mailed applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #610-354 and Position #610-4185-014 in the "Explanation Section" of the STD. 678.**

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:**

Personnel Services Office  
ATTN: RPA #610-354  
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) 654-4305 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***