

# California Energy Commission



- CLASSIFICATION:** **Energy Commission Specialist I (Forecasting)**  
*Will consider a Training and Development Assignment*
- TENURE/TIME BASE:** Permanent/Full Time
- SALARY:** \$5,488 - \$6,820
- LOCATION:** Energy Assessments Division, Demand Analysis Office  
 Sacramento
- FINAL FILING DATE:** **Until Filled**

The mission of the Energy Assessments Division (EAD) is to conduct assessments of California's electricity, natural gas, petroleum, and transportation systems and trends and to provide that information to the state's decision makers and the public. This information assists these and other stakeholders to develop energy policies that balance the need for adequate resources with economic, public health, safety, and environmental goals. The division's emphasis is on building staff capabilities in the latest modeling and analytical techniques.

**DUTIES/RESPONSIBILITIES:** The Energy Commission Specialist I (ECS I) is under the general direction of the Energy Resource Specialist III (Supervisory) in the Demand Analysis Office of the Energy Assessments Division, and is the specialist assigned to liaise with California's publicly owned energy utilities and evaluate their efforts in meeting California's energy efficiency savings targets. The incumbent will independently perform the more complex work requiring knowledge about electric and natural gas publicly owned utilities, the cost effectiveness and feasibility of programs and measures to increase energy efficiency savings, and the data requirements to determine whether energy efficiency targets are being met. Specific duties include but are not limited to:

- The incumbent will be part of a team assessing progress toward meeting the doubling of energy efficiency savings as outlined in Senate Bill 350 (Chapter 547, Statutes of 2015). Analyze utilities' evaluation, measurement, and verification studies regarding their savings, and determine whether the reported savings require further investigation to determine the validity of the utilities' data and reporting. Use appropriate analytical tools and methodologies to assess progress in reaching annual energy efficiency savings targets, including metered electricity and natural gas consumption measurement techniques if available. Document findings to provide transparency regarding the means and methods used to arrive at these findings and conclusions.
- As the technical specialist, review and determine whether data submitted by the POUs is adequate for assessing energy savings progress. Review and assess each POU's current reporting practices to determine if they are appropriate and adequate. If additional data is required, develop and propose tiers of reporting requirements based on utility size and customer energy consumption.

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

- Excellent analytical skills and the ability to reason logically and creatively while analyzing a variety of analytical techniques.

(over)

- Excellent written and oral communication skills. Ability to effectively write and edit technical program information. Ability to gather, compile, analyze, and interpret written and numerical research data.
- Excellent interpersonal and leadership skills. Ability to work under pressure effectively, both under supervision as well as independently, within a team environment and maintaining positive and constructive work relationships with others.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models, and graphics.
- Intermediate to Advanced skills with Microsoft Excel and Word software programs and database programs.
- Ability to communicate complicated information a simple, consumer friendly manner.
- Ability to master new technical concepts.

**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 State Restriction of Appointments (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. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-022 and Position #820-4947-019 in the “Explanation Section” of the STD. 678.** Will consider a Training and Development Assignment.

**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 #820-022  
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**