

# California Energy Commission



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

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 an Energy Resources Specialist III (Supervisory) in the Demand Analysis Office. This ECS I independently performs the more complex technical and analytical energy assessments related to both actual and forecasted energy efficiency savings and the effectiveness of non-utility entities’ activities intended to help meet California’s energy efficiency savings targets. This work will require the incumbent to be knowledgeable about electric and natural gas non-utility entities and programs such as appliance and building efficiency standards, programs for building owners and clean energy jobs, and greenhouse gas reduction funds. The incumbent will need to have a clear understanding about cost effectiveness and feasibility of programs and measures that result in an increase in energy efficiency savings. The incumbent is part of a team that will work with various types of entities, such as state and federal agencies, local governments and regional boards, to develop strategies that could increase energy efficiency savings and collect data to assess progress towards meeting energy efficiency savings targets. Specific duties include but are not limited to:

- In the capacity of a technical lead, review and evaluate existing nonutility energy efficiency programs to determine whether efforts intended to increase energy savings are feasible and cost effective. Compile research and studies about cost-effectiveness tests and appropriate input assumptions for these tests. Once the studies are compiled and analyzed, work with a team of Energy Commission energy efficiency and other specialists to document the efforts.
- As the technical specialist, monitor and review each entity’s progress toward meeting California’s energy efficiency savings targets. Assess if each entity’s reported savings requires investigation to determine validity or if the reported information is adequate. Use appropriate analytical tools and methodologies to assess progress in reaching annual energy efficiency savings targets and document the findings.

**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
- 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 #820-030 and Position #820-4947-020 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 #820-030  
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 [personnel@energy.ca.gov](mailto:personnel@energy.ca.gov).**

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