



**CLASSIFICATION:** Energy Commission Specialist II (TED)  
**TENURE/TIME BASE:** Permanent/Full Time  
**SALARY:** \$6,028 - \$7,491  
**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 II (TED) serves as the energy use data analysis and collection project manager. In this capacity, the incumbent is a highly skilled technical specialist who broadly coordinates and manages data collection activities for the Data Analysis and Survey Unit. The incumbent has lead responsibility for establishing, coordinating, and facilitating data collection procedures, data quality and management responsibilities, and ensuring that a reliable, robust, and continuing data collection process is successfully developed and implemented to support energy demand surveys and forecasts. The incumbent tracks project progress, communicates project status to senior staff and management, develops an efficient and focused survey data management process, bolsters data collection foundational to Energy Commission projects, coordinates with other Energy Commission data project managers, identifies and resolves data quality issues, and performs new energy data analyses.

Many factors, such as the impact of various new technologies, equipment, appliances, and alternative energy sources, have changed and are changing both how and how much energy is used by consumers. Consequently, these factors must be studied, their impacts analyzed, and taken into account in deciding what data to collect and how best to do so. The data collected includes, for example, energy consumption data, building and equipment characteristics including energy efficiency, and other disaggregated data that will enable the DAO to provide more detailed and accurate energy demand forecasts. This data collection and analysis is critical to support detailed, accurate, and transparent energy demand forecasts. These forecasts will provide a basis from which California's policy and decision makers can review, assess, revise, and enact state energy policy, with consequences that can have impacts beyond the state’s borders.

**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. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-241 and Position #820-4185-005 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:**

Personnel Services Office  
ATTN: RPA #820-241  
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*