

# California Energy Commission



## JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** **Energy Resources Specialist III (Supervisory)**  
*Will consider a Training and Development (T&D) Assignment*

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

**SALARY:** \$7,600 - \$9,444

**LOCATION:** Energy Assessments Division, Demand Analysis Office  
Sacramento

**FINAL FILING DATE:** **Until Filled**

**DUTIES/RESPONSIBILITIES:** 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.

The Energy Resources Specialist III (Supervisory) (ERS III) supervises the Demand Analysis Office's Data Analysis and Survey Unit. This unit is tasked with establishing and implementing energy consumption data collection procedures and methodologies, reviewing and ensuring data quality, and establishing and maintaining data management protocols. The unit's mission is to ensure that a reliable, robust, and ongoing data collection process is successfully developed and implemented at the Energy Commission.

The supervisor oversees and supervises the unit as it develops and implements recurring sector specific surveys to characterize energy consumption, develops an efficient and focused survey data management process, bolsters data collection that is foundational to energy demand forecasting, identifies and resolves data quality issues, and performs new energy data analyses. The unit assists in re-establishing and maintaining the Energy Commission's mandated energy data capabilities and contributes to improving the quality of the energy forecasting staff's analytical work. In addition to the work of the DAO, this unit supports broader energy related policies and objectives by providing essential and fundamental energy consumption data which is used to develop energy demand forecasts, analyze energy-related issues, and assessing the effectiveness of existing state energy programs and policies as well as developing new energy policies.

In addition to other tasks and responsibilities, the incumbent:

- Works closely with staff to identify procedural and technical issues and support their rapid resolution. Ensures confidential data collected is handled according to Energy Commission protocols.
- Actively participates in the data governance group, assists with the facilitation of data governance meetings, and incorporates risks and data limitations into unit prioritization and decision processes. Facilitates the expansion of survey efforts to meet the future needs of forecasting energy demand for changing circumstances.

- Acts as the representative of technical staff at venues inside and outside the Energy Commission where the work products of the team are used. Provides staff with assistance needed to resolve any data acquisition issues.
- Performs administrative duties that include preparing workplans, budgets, personnel actions and duty statements, and weekly status reports. Monitors the progress of and implement mechanisms to ensure meeting workplan objectives and maintain quality control of products. Performs direct personnel supervisory activities including periodic performance evaluations, discipline, training, monitoring individual performance, individual and team motivation, career development, and provides feedback to meet performance standards.

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

- Experience in supervising a technical program or other analytic function, especially in times of organizational change.
- Ability to direct, motivate, and earn the respect of staff.
- Highly developed written and oral communication skills.
- Ability to function within a team environment.
- Ability to supervise staff to produce timely, quality work products.
- Ability to manage and resolve conflict.
- 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. 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 #820-295 and Position #820-4813-003 in the “Explanation Section” of the STD. 678.** Will consider a Training and Development (T&D) 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 #820-295  
 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**