



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Associate Governmental Program Analyst

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$4,600.00 - \$5,758.00

LOCATION: Media and Public Communications Office

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

Under the direction of the Deputy Executive Director for Strategic Planning, the incumbent will be responsible for the development and production of complex studies and surveys, with an emphasis on energy-related studies to support policy analysis.

Analyzes studies and surveys and creates visuals to support and illustrate policy analysis. Determines analytical design needs for the Energy Commission's website and for other projects produced by the Energy Commission for the public and stakeholders. Conceives ideas, concepts, and campaigns for outreach programs. Designs, produces, works with others, and coordinates in creating multifaceted communication materials in print, web, and digital format or a variety of instructional, promotional, and development projects

Identifies statistical and analytic needs for the Integrated Energy Policy Report (IEPR) and IEPR Update. Works with IEPR project manager and staff to interpret statistical data and provide professional recommendations for concept, design, and production in developing design elements to enhance the presentation of information in the IEPR. Develops design specifications for final production of IEPR and IEPR Update and ensures quality control.

Gathers information and data to clarify design issues and understands the Energy Commission's programs and objectives. Develops designs to achieve agency objectives while meeting constraints of cost and schedule. Uses a wide range of media, including photography, infographics, and computer-aided design. Contributes ideas and helps ensure consistency of communications of the agency.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- Formal training as a graphic designer
- Proficient in current software using in the graphic design industry such as Adobe Creative Cloud
- Experience in developing designs and layouts for brochures, reports, infographics, animations, and signage
- Understanding of graphic design principles and practices such as typography, color theory, page layout, and identity development
- Knowledge of developing and managing graphic design projects
- Ability to manage multiple concurrent projects and daily activities

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- Experience creating style guides and templates for use by non-design staff
- Experience coordinating with staff in developing ideas
- Ability to communicate the graphic principles and reasoning behind changes and alternatives to management

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #180-144
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

personnelservices@energy.ca.gov