



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Analyst
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	Range A \$3,047.00 - \$3,730.00 Range B \$3,299.00 - \$4,075.00 Range C \$3,956.00 - \$4,901.00
LOCATION:	Efficiency Division, Existing Buildings and Compliance Office
FINAL FILING DATE:	Until Filled

The California Energy Commission's Existing Buildings and Compliance Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES:

- Perform routine technical and analytical work supporting the Existing Buildings Program. Provide support, conduct research and analysis, provide technical assistance, and assist in the coordination efforts to review, approve, and provide continued oversight of the Existing Buildings Program to increase energy efficiency of the existing building stock. Assist project managers in the implementation of projects and programs. Coordination efforts include working with staff in other offices of the Efficiency Division, other Divisions within the Energy Commission, other agencies, utilities, non-governmental organizations, and the public.
- Assist in quantitative analyses of electronic data pertaining to existing buildings and energy and water efficiency. Support technical and policy analyses associated with the Existing Buildings Energy Efficiency Action Plan (2015) and non-residential energy efficiency programs. Perform technical and economic analysis regarding programs managed or overseen by investor-owned utilities, publicly-owned utilities, the California Public Utilities Commission, other California agencies, counties, and cities.
- Assist in the management of contracts and work authorizations related to the Existing Buildings Program. Assist the contract manager or project manager. Responsibilities will include assisting in the preparation of business requirements for technical work, solicitation documents or work authorizations, conducting bidders' conferences, proposal evaluation and selection, negotiation of scopes of work, work authorizations, deliverables and costs (labor fees and direct expenses), preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.



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- Participate in workshops, hearings, conferences, and meetings regarding energy efficiency related to building standards programs and building energy and water efficiency. Performing this duty may require travel.
- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques.
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff.
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative.
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports.
- Ability to gather, compile, analyze, and interpret written and numerical research data.
- Intermediate to Advanced skills with Microsoft Excel, and Microsoft Word computer programs.
- Ability to make effective presentations and interact effectively with both internal and external parties.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics

PLEASE NOTE: Possession of minimum qualifications will be verified prior to 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.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. **Clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus/Reemployment, reinstatement, etc.), RPA #420-147 position number 420-5837-070, in the explanation section of the STD. 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #420-147
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