



# JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	Associate Energy Specialist (EFF) <i>Will Consider Energy Analyst</i>
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	\$4,759.00 – \$5,914.00
<b>LOCATION:</b>	Efficiency Division, Existing Buildings and Compliance Office
<b>FINAL FILING DATE:</b>	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 9<sup>th</sup> 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 responsible, varied, and complex technical and analytical work supporting the Existing Buildings Program. Conduct research and analysis, provide technical assistance, and coordinate efforts to review, approve, and provide continued oversight of the Existing Buildings Program to increase energy efficiency of the existing building stock. Assignments may include, but are not limited to: (a) perform technical, policy, and economic analysis regarding programs managed or overseen by the California Public Utilities Commission (CPUC), Investor-Owned Utilities (IOUs), Publicly-Owned Utilities (POUs), program implementers, and Local Governments (LGs) to enhance development and implementation of energy efficiency (EE) program portfolios of IOUs, POUs, and LGs; (b) analyze, facilitate, and strive to improve Workforce, Education and Training (WE&T) programs of IOUs, POUs, LGs, non-governmental organizations, and other government bodies. As a project manager, implement projects and programs. Assist other project managers in implementation.
- Provide technical and policy analyses associated with the Existing Buildings Energy Efficiency Action Plan (EBEE Action Plan) and residential energy efficiency programs. Support the development of energy efficiency targets consistent with the EBEE Action Plan, and develop recommendations for the Integrated Energy Policy Report towards achieving Senate Bill 350's doubling of end use energy efficiency goal. Coordinate analyses and recommendations with staff in other offices of the Efficiency Division, other Divisions within the Energy Commission, other agencies, utilities, non-governmental organizations, and the public. Coordinate with multifamily California Utility Allowance Calculator (CUAC) stakeholders, and monitor the development of a national utility allowance calculator, that will include California tariff information.
- As contract manager, responsibilities include management of technical work; preparation of solicitation documents or work authorizations, Requests for Proposals, and Requests for



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Qualifications; 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.

- 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:

- Ability to communicate effectively and be able to relay complicated information in a simple, consumer-friendly manner
- Excellent interpersonal and team leadership skills
- Ability to work with other offices within the Division and other Divisions within the Commission on interdisciplinary projects
- Ability to effectively write and edit technical program information

**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) with an original signature to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reemployment, reinstatement, etc.), RPA #420-195 and position number 420-4938-xxx in the "Explanation Section" of the STD. 678.** Will consider a Training and Development (T&D) Assignment. 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 #420-195  
1516 9<sup>th</sup> 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

## JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

**RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL].** When the Commission is in a hiring freeze, all JOBs must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

**CLASSIFICATION [REQUIRED].** Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

**TENURE [REQUIRED].** Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

**TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL].** When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

**TIME BASE [REQUIRED].** Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

**Will consider appointments less than full time [OPTIONAL].** If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

**SALARY [REQUIRED].** Provide the salary range. Provide each range if there is more than one.

**LOCATION [REQUIRED].** Provide only the office name and/or division name, and Sacramento, California.

**FINAL FILING DATE [REQUIRED].** Leave blank. The final filing date will be determined by the Personnel Analyst.

**DUTIES/RESPONSIBILITIES [REQUIRED].** Briefly describe the primary duties of the position (from the duty statement).

**DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED].** Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

**WHO MAY APPLY [REQUIRED].** Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

**[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test ] [OPTIONAL].** All Energy Analyst JOBs must include this statement.

**Training & Development Assignments may be considered [OPTIONAL].** If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

**Miscellaneous statements here [OPTIONAL].** Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED].** Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.