



EXAMINATION ANNOUNCEMENT  
**CALIFORNIA ENERGY COMMISSION**  
**ASSOCIATE ENERGY SPECIALIST**  
**(EFFICIENCY)**

**DEPARTMENTAL OPEN**

**EXAMINATION PLAN**

**TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%.** The examination will consist solely of a Training and Experience (T&E) Questionnaire. To obtain a position on the eligible list, a minimum score of 70% must be obtained. **Once you have taken the T&E Questionnaire examination, you may not retake it for twelve (12) months.**

All internet postings of this bulletin have the T&E Questionnaire attached at the end (Please scroll down).

**FILING INSTRUCTIONS**

**CONTINUOUS TESTING – NO FINAL FILING DATE -** Testing is considered continuous as standard State applications (STD 678) and T&E Questionnaires will be accepted on a continuous basis. You may apply only once in any consecutive 12 month period. Standard State applications and T&E Questionnaires will be reviewed and scored once per month with a cutoff date of the 15<sup>th</sup> of each month. All applications received after the 15<sup>th</sup> will be held until the following month. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

**FILE BY MAIL OR IN PERSON WITH:**

California Energy Commission  
Selection & EEO Office (AES - EFF)  
1516 Ninth Street, MS #52  
Sacramento, CA 95814

*In order to expedite the application review process, when completing the standard State application make sure to provide a full description of duties performed.*

**DO NOT SEND T&E QUESTIONNAIRE AND STANDARD STATE APPLICATION TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES**

A mandatory T&E Questionnaire must be completed and submitted **with** a standard State application (STD 678). Applications received without the T&E Questionnaire or vice versa will not be accepted. If you have any questions, please call (916) 653-6532.

Applications may be obtained at the Employment Development Department, the California Energy Commission, the California Department of Human Resources Job Center located at: 1810 16<sup>th</sup> Street, Sacramento, CA 95814 – Friday 8:00 a.m. to 5:00 p.m., or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf>.

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

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ASSOCIATE ENERGY SPECIALIST (EFFICIENCY)  
BJ80 – 4938  
5ERAD01  
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[www.energy.ca.gov](http://www.energy.ca.gov)  
(916) 653-6532  
Final Filing Date: Continuous Testing  
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**SALARY RANGE****\$4759 - \$5914****REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

**It is your responsibility** to make sure you meet the education and/or experience requirements stated below when submitting your T&E Questionnaire and standard State application. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' I 'or' II 'or' III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. **Please note: When combining patterns all experience converts to the largest experience requirement.**

**Either I**

One year of experience in the California State service performing efficiency duties in areas related to energy conservation, load management and efficiency measures, building and appliance standards and regulations; energy cost effectiveness and savings measures; including duties such as energy cost effectiveness, end use modeling, and estimates of energy and savings impacts at a level of responsibility equivalent to Energy Analyst, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

**Or II**

**Experience:** Three years of responsible technical experience in one or more of the areas described in Pattern I above, including two years of experience above the trainee level. A master's degree in a field related to one of the specialties may be substituted for one year of the required experience; while a doctoral degree may be substituted for two years of the required experience. Only one postgraduate degree may be counted towards experience. (Completion of dissertation research for a doctoral degree in a field appropriate to one of the Energy Commission specialties may be substituted for up to one year of the required experience.)

**AND**

**Education:** The following education is required when non-California state service experience is used to qualify at any level. Equivalent to graduation from college. Additional experience may be substituted for the required education on a year-for-year basis.

**THE POSITION**

The Associate Energy Specialist (Efficiency) is the full journey person level in the class series. Incumbents independently perform responsible, varied and complex technical and analytical work. Positions at this level are nonsupervisory but may serve as lead over lower-level technical and analytical staff.

**Positions exist in Sacramento with the California Energy Commission.**

**SCOPE**

Questions in the T&E Questionnaire are designed to test broad knowledge of the topic under consideration and candidates should be prepared to respond to a wide variety of issues, both technical and procedural.

**KNOWLEDGE OF**

1. A wide range of energy technologies and associated conservation programs, efficiency standards, end-use forecasting methodologies and related conservation issues;
2. Assessment of energy efficiency of buildings and appliances;
3. Energy demand forecasts and supply analyses, energy policy issues affecting or resulting from end-use energy technology development, and end-use energy project management techniques;
4. California Public Resource Code pertaining to energy resources conservation and development;
5. Principles of physical sciences and engineering involved in fuels and energy production, transmission, utilization, and conservation;
6. Principles of econometric, engineering and end-use energy demand forecasting, conservation impacts forecasting, new demand-reducing technologies growth forecasting, computer modeling, data base development and monitoring, utility and other end-use forecasting methods;
7. Commercially available energy conservation and alternative energy generation technologies;
8. Principles of engineering economics, financial analysis, and economic theory as it pertains to energy supply and demand;
9. Energy technology costs and cost-accounting methods;
10. Industrial energy conversion technologies, thermodynamic analysis of heat loads in buildings, and direct energy use surveys;
11. General provisions of social and economic implications of fuels and energy demand forecasting, resources planning and conservation program implementation;
12. Recent research and development projects in the fields of electrical and other energy sources, and end-use systems and technologies;
13. Principles and procedures of environmental impact assessment, energy supply and demand forecasting, safety standards review and assessment, and energy utilization and conservation program standards design and monitoring;
14. Principles of program evaluation and planning, and energy policy analysis and formulation;
15. Decision theory, probabilistic risk assessment, and techniques of comparative evaluation;
16. Federal, State and local governments and building and appliance industry involved in energy efficiency, conservation, end-use forecasting, research and regulation.

**ABILITY TO**

1. Reason logically and creatively and use a variety of analytical and research techniques to resolve complex fuels development, energy conservation and development problems, develop and use complex computer programs and end-use forecasting models;
2. Develop and evaluate alternatives;
3. Perform policy analysis and formulate policy recommendations;
4. Act as team or project leader;
5. Manage contracts;
6. Analyze energy data and present ideas and information effectively both orally and in writing;
7. Ability to design, develop, and recommend construction, maintenance, and operational features in buildings and appliances to maximize energy efficiency;
8. Acquire and prepare energy use and other data relevant to energy demand forecasting and end-use issues;
9. Evaluate and quantify the effect of conservation programs on energy demand;
10. Present ideas and analysis cogently and effectively, consult with and advise Office Managers, Division Administrators, Commissioners and other interested members of the State energy community on a wide variety of energy efficiency and conservation subject-matter areas;
11. Gain and maintain the confidence and cooperation of those contacted during course of work;
12. Analyze situations accurately, take effective actions, and act independently within the guidelines set forth by the Commission.

**ELIGIBLE LIST INFORMATION**

A departmental open eligible list will be established for the California Energy Commission. This examination will be administered on a continuous basis. Names of successful competitors are merged onto the list in order of final scores regardless of dates. Eligibility will expire in 12 months.

VETERANS PREFERENCE WILL BE GRANTED IN THIS EXAMINATION

CAREER CREDITS WILL NOT BE GRANTED IN THIS EXAMINATION

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination Unit at (916) 653-6532 three days prior to the written test date if he/she has not received his/her notice.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Energy Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veteran's Preference Points: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

- 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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

TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



# **CALIFORNIA ENERGY COMMISSION**

## **Training and Experience Questionnaire**

# **Associate Energy Specialist**

# **Efficiency (EFF)**

This Training and Experience Questionnaire is the examination for the classifications of Associate Energy Specialist (EFF). The results of this examination will determine your placement on the hiring list for either or both classifications should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your training and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Associate Energy Specialist (EFF) position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of the following sections:

### **Associate Energy Specialist (EFF)**

- Research and Analytical Skills
- Communication (Verbal, Written, Interpersonal)
- Project Planning & Management

The Training and Experience Questionnaire is the sole component of the Associate Energy Specialist (EFF) examination. All instructions should be read carefully and understood before completing this examination.

Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination. Please keep a copy of your responses for your records. If you have any questions regarding this Questionnaire, please contact:

Selection and EEO Office  
(916) 653-6532

## How to Take a T&E

### **What is a T&E?**

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

### **How do I rate myself?**

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings. To start, pull together some important personal reference materials. You are most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory. Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions. Review past performance appraisals. These may contain development plans or details of projects that you completed in the past. Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education. Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills. Read the questions and the response options carefully. Consider *all* your relevant education, training and experience.

### **How do I choose which rating best represents me?**

After you have reviewed some of your personal reference materials, you should be in a good position to rate yourself accurately.

- Be honest. Do not diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
- Be truthful. Do not exaggerate what you have done. While it is common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality is not necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

## Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire and Affirmation page to be considered for this examination process. The completed Training and Experience Questionnaire and Affirmation page must be returned to the following address:

**Mailing Address:**

California Energy Commission  
Selection and EEO Office  
1516 Ninth Street, MS-52  
Sacramento, CA 95814

**File in Person:**

California Energy Commission  
Selection and EEO Office  
1516 Ninth Street  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.**

Your Signature: \_\_\_\_\_ Date:

Your Name (printed):

Contact Information:

Address:

City, State, Zip:

Phone Number:

Email Address:

**Instructions:**

Candidates for the Associate Energy Specialist (EFF) must respond to questions **1 through 23.**

## ASSOCIATE ENERGY SPECIALIST (EFF) QUESTIONS

### Task Area 1: Research and Analytical Skills

This section of the exam is designed to test your research and analytical skills. A candidate working in the Associate Energy Specialist classification must be able to research information while carefully and successfully analyzing data related to energy efficiency programs.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only mark one response per item.

- 1. Perform basic data analysis techniques to analyze and interpret data and information gathered through research and collection, review of historical records, and other means to reach conclusions and accurately summarize information in a report.**

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but would be willing to learn.  
 B. I have performed this task occasionally but was not a major part of my job(s).  
 C. This task was a major part of one or more of my jobs and I performed it several times a week.  
 D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

- 2. Analyze and interpret energy data to determine its accuracy, precision, and completeness.**

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but would be willing to learn.  
 B. I have performed this task occasionally but was not a major part of my job(s).  
 C. This task was a major part of one or more of my jobs and I performed it several times a week.  
 D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

- 3. Assimilate a variety of information from multiple sources into a concise whole for effective analysis and response.**

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but would be willing to learn.  
 B. I have performed this task occasionally but was not a major part of my job(s).  
 C. This task was a major part of one or more of my jobs and I performed it several times a week.  
 D. This task was a major part of one or more of my jobs and I performed it on a daily basis.



**4. Skill to interpret and explain energy data and procedures to a variety of audiences to ensure project compliance with commission policies and procedures, industry standards, and regulatory requirements.**

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

**5. Skill to analyze and evaluate problems and issues related to the planning and completion of energy projects, including research, data collection, compilation, presentation, and documentation to determine impact and to formulate potential resolution.**

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

**6. Organize and compile data and information into a variety of reports and software formats to ensure accurate and clear documentation of a variety of energy-related activities.**

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but would be willing to learn.
- B. I have performed this task occasionally but was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

**7. Organize data collected during research into a logical, ordered fashion for inclusion in a variety of final products, including reports, correspondence, charts, graphs, and presentations, ensuring the completeness and accuracy of the data and information presented.**

Considering your work experience within the last two years, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally (i.e. monthly).
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

## Task Area 2: Communication (Verbal, Written, Interpersonal)

This section is designed to assess your communication skills between others and in developing working relationships by listening to verbal dialogue to foster an open exchange of ideas and provide effective two-way communication. As an Associate Energy Specialist candidate, you should be able to present ideas and information effectively orally and in writing. You must be capable of communicating with others and gain and maintain the confidence and cooperation of those contacted during the course of work.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only mark one response per item.

- 8. Communicate verbally, in person and/or by telephone, clearly and concisely with a variety of audiences (including superiors, peers, other commission employees, staff from other agencies, contractors, and members of the public) on matters related to energy projects and activities, adherence to commission policies and procedures, and/or compliance with regulatory requirements, adjusting the level and tone of the message appropriately to be understood by the respective audience.**

Considering your work experience within the last two years, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.  
 B. I have performed this task occasionally (i.e. monthly).  
 C. I have performed this task regularly (i.e. weekly).  
 D. I have performed this task extensively (i.e. daily).

- 9. Function as a technical resource in the area of energy analysis, providing expertise and/or guidance related to data collection, interpretation, compilation, reporting and documentation, commission policies and procedures, and project specifications to other commission staff, other agency and jurisdiction staff, contractors, and members of the public.**

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but would be willing to learn.  
 B. I have performed this task occasionally but was not a major part of my job(s).  
 C. This task was a major part of one or more of my jobs and I performed it several times a week.  
 D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

- 10. Skill to work effectively as part of a group or team unit to complete work tasks and assignments collaboratively, utilizing contributions of all individuals.**

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but would be willing to learn.  
 B. I have some experience performing this task but could benefit from some additional training.  
 C. I have performed this task frequently and do not require additional training.  
 D. This is an area of expertise for me and I could train others in how to perform this task.

**11. Ability to understand and follow brief written instructions and directions for the completion of assigned work tasks.**

Considering your work experience within the last two years, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally (i.e. monthly).
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

**12. Skill to establish and maintain collaborative working relations with superiors, peers, support staff, staff from outside agencies, and the public, as necessary.**

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

**13. Skill to interact diplomatically and effectively with frustrated, angry, or emotional individuals in response to inquiries into commission policies, procedures, or practices and/or regulatory requirements pertaining to various facets of energy projects and activities.**

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

**14. Review and edit written materials for completeness, accuracy, and appropriateness to ensure that prepared materials conform to commission standards and accurately, clearly, and concisely document the information presented.**

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but would be willing to learn.
- B. I have performed this task occasionally but was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

- 15. Prepare draft reports and documents relating to the compilation and presentation of energy data and for use by and/or distribution to a variety of audiences, including commission management and staff, other agency personnel, contractors, regulatory bodies, and the general public.**

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but would be willing to learn.  
 B. I have performed this task occasionally but was not a major part of my job(s).  
 C. This task was a major part of one or more of my jobs and I performed it several times a week.  
 D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

- 16. Knowledge of syntax and spoken language rules for the English language to formulate proper sentences, speak in a correct and understandable manner to a variety of audiences, and understand the verbal communication of others speaking English.**

How would you describe your knowledge in this area?

- A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).  
 B. Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).  
 C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).  
 D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

- 17. Skill to review and edit written materials for completeness, accuracy, and appropriateness to ensure that prepared materials conform to commission standards and accurately, clearly, and concisely document the information presented.**

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but would be willing to learn.  
 B. I have some experience performing this task but could benefit from some additional training.  
 C. I have performed this task frequently and do not require additional training.  
 D. This is an area of expertise for me and I could train others in how to perform this task.

- 18. Skill to make presentations regarding the status and/or parameters of energy projects to a variety of audiences.**

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but would be willing to learn.  
 B. I have some experience performing this task but could benefit from some additional training.  
 C. I have performed this task frequently and do not require additional training.  
 D. This is an area of expertise for me and I could train others in how to perform this task.

### Task Area 3: Project Planning & Management

This section of the Associate Energy Specialist (EFF) exam is designed to assess your ability to effectively handle a variety of situations related to dealing with project planning and management. The Associate Energy Specialists perform the work or lead a team that will plan, organize and conduct complex work involving energy efficiency technologies and their potential impacts on California's existing energy systems. You must be able to present ideas effectively and consult with and advise other staff, management, Commissioners or others on the relative merits of your analysis related to energy efficiency and the impact of various energy policies.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only mark one response per item.

**19. Manage projects with responsibilities such as preparation of project concept, plan, and milestones and also include necessary analytical work to accomplish the milestones and follow-up activities.**

Considering your work experience within the last two years, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally (i.e. monthly).
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

**20. Function as team leader or lead person for projects requiring the assignment and involvement of multiple staff, ensuring appropriate progress of such projects and providing guidance, expertise, and performance expectations to assigned staff.**

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or coworkers.
- D. I have performed this task by myself without assistance.

**21. Skill to efficiently and effectively manage workload and assignments to meet overall performance objectives and specific project/task deadlines.**

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

**22. Ability to work independently with minimal day-to-day supervision for completion of routine work assignments.**

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or coworkers.
- D. I have performed this task by myself without assistance.

**23. Skill to provide timely and appropriate resolution to problems and issues related to the planning and completion of energy projects, complying with commission policies and project specifications.**

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

**THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE FOR THE ASSOCIATE ENERGY SPECIALIST (EFF) EXAMINATION.**

Please submit this document along with any other required documentation per the instructions on page 3.