



# EXAMINATION ANNOUNCEMENT

## CALIFORNIA ENERGY COMMISSION

### ASSOCIATE ENERGY SPECIALIST (FORECASTING)

#### 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 list eligibility, 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 - FO)  
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.

ASSOCIATE ENERGY SPECIALIST (FORECASTING)  
BJ84 – 4598  
5ERAB01

[www.energy.ca.gov](http://www.energy.ca.gov)  
(916) 653-6532

Final Filing Date: Continuous Testing

*An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.*

**SALARY RANGE****\$4,400-\$5,468****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 forecasting duties in areas related to supply and demand of electricity, fuels, transportation and other energy uses; energy pricing; shortage contingency planning; including duties such as econometric modeling, linear programming, and cost benefit analysis 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 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 (Forecasting) 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 electricity, fuels and energy technologies and associated forecasting methodologies and issues;
2. Energy demand forecasts and supply analytic methodologies, energy policy issues affecting or resulting from energy technology development, and energy project management techniques;
3. California Public Resource Code pertaining to energy resources conservation and development;
4. Principles of physical sciences and engineering involved in fuels and energy production, transmission, utilization and conservation;
5. Principles of econometric, engineering and end-use energy demand forecasting, conservation impacts forecasting, fuel and electricity price forecasting, new demand-reducing technologies growth forecasting, computer modeling, statistical sample design, data collection, data base development and monitoring, utility and other forecasting methods;
6. Commercially available energy conservation and alternative energy generation technologies;
7. Principles of engineering economics, financial analysis, and economic theory as it pertains to energy supply and demand;
8. Energy technology costs and cost-accounting methods;
9. Industrial energy conversion technologies, thermodynamic analysis of heat loads in buildings, and direct energy use surveys;
10. General provisions of social and economic implications of fuels and energy demand forecasting, resource planning and facility construction;
11. Recent research and development projects related to the use of electricity, petroleum, natural gas, biomass and other synthetic fuels;
12. Principles and procedures of environmental impact assessment, energy supply and demand forecasting, safety standards review and assessment, and fuels development and utilization;
13. Principles of program evaluation and planning and energy policy analysis and formulation;
14. Decision theory, probabilistic risk assessment, and techniques of comparative evaluation;
15. Federal, State and local governments, utilities and private agencies involved in energy forecasting, research and regulation.

**ABILITY TO**

1. Reason logically and creatively and use a variety of analytical and research techniques to resolve complex electric energy and fuels development, energy conservation and development programs;
2. Utilize available computer systems for data base and/or computational applications;
3. Develop and use complex computer programs and forecasting models;
4. Develop and evaluate fuel alternatives;
5. Perform policy analysis and formulate policy recommendations;
6. Act as team or project leader;
7. Manage contracts;
8. Analyze energy data and present ideas and information effectively both orally and in writing;
9. Gain and maintain the confidence and cooperation of those contacted during the course of work;
10. Acquire and prepare energy use and other data relevant to energy demand forecasting and fuel-related issues;
11. Critique and diagnose the performance of energy forecasting and resource planning and policy forecasting models;
12. Evaluate and quantify the effect of conservation programs on energy demand;
13. Present ideas and analysis cogently and effectively;
14. Consult with and advise Office Managers, Division Administrators, Commissioners and other interested members of the State energy community on a wide variety of forecasting and fuel-related subject-matter areas;
15. Analyze situations accurately, take effective action 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.

\*\*\*\*\*

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**

# **Energy Commission Specialist I**

## **Forecasting (FO)**

This Training and Experience Questionnaire is the examination for the classifications of Associate Energy Specialist and the Energy Commission Specialist I (FO). 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 and the Energy Commission Specialist I (FO) 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 (FO)**

- Data and Policy Analysis
- Verbal and Written Communication
- Project Management
- Statistics/Econometrics/Forecasting

### **Energy Commission Specialist I (FO)**

- Data and Policy Analysis
- Verbal and Written Communication
- Project Management
- Statistics/Econometrics/Forecasting

The Training and Experience Questionnaire is the sole component of the Associate Energy Specialist and the Energy Commission Specialist I (FO) 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 Associate Energy Specialist (FO) must respond to questions **1 through 37**.

Candidates for Energy Commission Specialist I (FO) must respond to questions **1 through 57**.

## Task Area 1: Data and Policy Analysis

A candidate working in the Associate Energy Specialist or Energy Commission Specialist I (FO) classification must be able to research information while carefully and successfully analyzing data associated with energy forecasting. Data may include energy consumption and resources; building, equipment, petroleum and alternative transportation fuels, and vehicle types; power supply; economic and demographic factors; and energy efficiency estimates.

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. Organize and compile numerical data to ensure accuracy, clarity, and conciseness.

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. Assimilate a variety of information from multiple sources into a concise whole for effective analysis.

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. 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 ensure that conclusions reached and information shared are accurate reflections of the available data and information.

- A. I have little or no experience related to this task but would be willing to learn.
- B. I have introductory skills in this area; I can perform this task with supervision.
- C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this task with no additional training.
- E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

**4. Knowledge of data collection techniques and considerations to ensure that data collected through a variety of techniques, including field measurement, review of historical records, and/or other means, is accurate and complete.**

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).

**5. Skill to tabulate data for interpretation, documentation, and forecasting purposes.**

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).

**6. Experience in designing charts and graphs for use in documenting, explaining, and presenting plans and details regarding a variety of technical projects.**

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.

**7. Collect data through such means as surveys, review of historical records, and other means for a variety of projects related to forecasts.**

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.

**8. Ability to determine data needs (Some examples include electric power generation, natural gas and electricity demand, petroleum and alternative transportation fuel demand, conventional and alternative vehicle demand, and/or energy-related pricing) and retrieve data from established databases to respond to inquiries.**

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.

**9. Interpret the results of analysis for consistency with trends and input data.**

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).

**10. Experience maintaining the confidentiality of sensitive data, documents and reports (some examples include billing files, petroleum industry data, and power plant data).**

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. Skill to recognize and resolve discrepancies and/or anomalies in data.**

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.

**12. Prepare new contracts for data collection, model development, or other technical services.**

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.

**13. Manage databases including planning, design, ensuring quality of data, and/or preparing queries and reports.**

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.

**14. Skill to apply commission policies, procedures, and guidelines when making judgments and decisions to ensure the quality and integrity of the work performed.**

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.

**15. Identify emerging trends and issues that may require Energy Commission analysis and/or policy decisions.**

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.

**16. Maintain an accurate, up-to-date knowledge of policies, procedures, and guidelines, industry practices, and regulatory requirements.**

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.

**Task Area 2: Verbal and Written Communication**

Verbal and Written Communication is designed to assess your skill in communication 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 well as preparing reports; presentations; and developing workshop content. As an Associate Energy Specialist or Energy Commission Specialist I (FO) 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.

**17. Ability to listen and verbally communicate clearly and concisely in one-on-one situations, small or large groups, adjusting the message appropriately based on audience knowledge.**

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.

**18. Establish and maintain records in accordance with established protocols to ensure accessibility and availability for future use.**

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.

**19. Read and comprehend a variety of manuals, procedures, and guidelines to ensure appropriate application and adherence in planning and completing assignments.**

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.

**20. Summarize a variety of technical facts and pieces of information into a concise whole when preparing reports and correspondence, presentations, and other related written materials to ensure that information presented is clear and conveyed appropriately for the particular audience.**

How would you describe your level of expertise in the above task?

- A. I have little or no experience related to this task but would be willing to learn.
- B. I have introductory skills in this area; I can perform this task with supervision.
- C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this task with no additional training.
- E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

- 21. 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.

- 22. Analyze and prepare reports and other materials for a variety of audiences including internal staff, management, and external stakeholders.**

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.

- 23. Compose correspondence (e-mails, letters, etc.), summaries for reports such as the Integrated Energy Policy Report or other purposes for a variety of audiences both internal and external.**

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.

- 24. Compile and publish statistics to illustrate historical trends and identify fundamental changes in a particular dataset.**

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.

### Task Area 3: Project Management

This portion of the Associate Energy Specialist and Energy Commission Specialist I (FO) exam is designed to assess your ability to effectively handle a variety of situations related to dealing with project management. The Associate Energy Specialist and Energy Commission Specialist I (FO) perform independently or as lead over lower level technical and analytical staff to perform varied and complex work involving energy forecasts. To achieve effective project results, you must present ideas effectively and consult with and advise other staff and management, on the relative merits of your analysis related to energy forecasting 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.

**25. Ability to work collaboratively as part of a team to complete work tasks and assignments on issues related to all phases of projects.**

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.

**26. Prioritize work assignments and in-basket materials to ensure completion within established timeframes and by expected deadlines.**

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).

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

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.

**28. Skill to identify and resolve problems and issues related to planning, implementing, and completing projects, including research, data collection, compilation, documentation, and reporting.**

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.

**29. Read and comprehend a variety of reports, correspondence, and other prepared documents related to energy forecasts, including statistical data and calculations.**

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.

**Task Area 4: Statistics/Econometrics/Forecasting**

This portion of the Associate Energy Specialist and Energy Commission Specialist I (FO) exam is designed to assess your ability to effectively handle a variety of situations related to analyzing energy industry market structures and strategies, price volatility trends and related economic and financial impacts to assist in the evaluation of cost/benefits of energy policy options. The Associate Energy Specialist and Energy Commission Specialist I (FO) perform independently or as lead over lower level technical and analytical staff to perform varied and complex work involving energy forecasts. To achieve effective results, you must have knowledge of econometrics and statistical modeling principles for examining energy issues and forecasting demand/supply and pricing.

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.

**30. Check and verify the correctness of a variety of calculations of varying complexity in order to ensure the accuracy of the calculations.**

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.

**31. Analyze and evaluate problems and issues related to the planning and completion of research activities, including records research, data collection, compilation, presentation, demonstration, and documentation, to ensure research is conducted in a sound manner.**

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).

**32. Interpret basic statistics (including means, medians, and standard deviations) in order to reach accurate and logical conclusions on a variety of research issues.**

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.

**33. Calculate complex statistics (including, regression, correlation, significance tests) to analyze, interpret, and report data and information gathered through surveys, review of historical records, and other means.**

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.

**34. Interpret statistics (including regression, correlation, and significance tests) in order to reach accurate and logical conclusions on a variety of energy-related research issues.**

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.

**35. Experience as a technical resource who provides information to other agency staff, and members of the public, conveying commission policies and procedures, regulatory requirements, and project specification and status information.**

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.

**36. Use of software programs such as SAS, Matlab, C++, Visual Basic, and others to analyze data and develop working forecasting models.**

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.

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

You should have completed questions **1 through 36**. Please submit this document along with any other required documentation per the instructions on page 3. If you are applying for the Energy Commission Specialist I (FO) or for both classes, please proceed on to questions **37 through 57** on the following pages.

## Task Area 1: Data and Policy Analysis

A candidate working in the Energy Commission Specialist I classification must be able to research information while carefully and successfully analyzing data associated with energy forecasting. Data may include energy consumption and resources; building, equipment, petroleum and alternative transportation fuels, and vehicle types; power supply; economic and demographic factors; and energy efficiency measurements.

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.

- 37. Interpret, explain, and apply State and Federal laws and regulations related to energy activities to State and Federal agencies, utilities, and/or industrial and residential customers in order to ensure their understanding and compliance with such policies, procedures, and guidelines.**

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.

- 38. Make recommendations to Office Managers, Executive Directors, and Commissioners on the policy direction based on technical analysis (such as engineering estimation, economic analysis, etc.)**

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.

- 39. Ability to understand, discuss and explain policies and policy analysis to a variety of audiences and facilitate discussions about those policies.**

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.

**40. Ability to recognize the sensitive nature and/or political ramifications of a situation.**

How would you describe your level of expertise in the above task?

- A. I have little or no experience related to this task but would be willing to learn.
- B. I have introductory skills in this area; I can perform this task with supervision.
- C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this task with no additional training.
- E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

**Task Area 2: Verbal and Written Communication**

Verbal and Written Communication is designed to assess your skill in communication 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 well as preparing reports; presentations; and developing workshop content. As an Energy Commission Specialist I (FO) 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.

**41. Skill to interpret and explain data and procedures to a variety of audiences to ensure compliance with 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.

**42. Attend meetings and hearings (such as with staff, community groups, governmental agencies, private organizations, the public, etc.) to either present or share information on work products and/or forecasting methods and results, and/or changes in policy.**

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).

**43. Skill to represent an agency or company and clearly present its views in a variety of settings.**

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).

**44. Ability to develop consensus among a diverse group of stakeholders, who sometimes have opposing perspectives.**

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 3: Project Management**

This portion of the Energy Commission Specialist I (FO) exam is designed to assess your ability to effectively handle a variety of situations related to dealing with project management. The Energy Commission Specialist I (FO) is to perform the work or lead a team that plan, organize and conduct complex studies related to various energy forecast-related topics and their potential impacts on California's energy policy. For a project to be effective, you must present ideas effectively and consult with and advise other staff, management, Commissioners or others on the relative merits of specific analysis related to energy forecasts and the impacts 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.

**45. Skill to analyze and evaluate problems and issues related to the planning and completion of energy analysis activities and projects, including research, data collection, compilation, presentation, demonstrations, and documentation.**

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.

**46. Skill to negotiate and compromise when resolving issues involving differing opinions.**

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.

**47. Skill to negotiate realistic due dates for the completion of work assignments.**

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.

**48. Function as lead person for projects requiring the assignment and involvement of other staff, ensuring appropriate progress of such projects and providing guidance to assigned staff.**

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.

**49. Knowledge of project management principles and techniques to manage and oversee the progress of projects to ensure timely completion according to appropriate project designs and specifications.**

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).

**50. Build evidence that supports judgments about data accuracy so that recommendations are strongly supported and defensible.**

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.

**51. Coordinate between regional state and federal agencies, resource production agencies, universities, businesses, energy producers, utilities, marketers, distributors, traders, retailers, and special interest groups to assure their input into projects as they relate to energy forecasting.**

How would you describe your level of expertise in the above task?

- A. I have little or no experience related to this task but would be willing to learn.
- B. I have introductory skills in this area; I can perform this task with supervision.
- C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this task with no additional training.
- E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

**52. Perform multiple tasks or one part of an overall task maintaining appropriate control, accuracy, and oversight of tasks completed.**

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.

#### **Task Area 4: Statistics/Econometrics/Forecasting**

This portion of the Energy Commission Specialist I (FO) exam is designed to assess your ability to effectively handle a variety of situations related to analyzing energy industry market structures and strategies, price volatility trends and related economic and financial impacts to assist in the evaluation of cost/benefits of energy policy options. The Energy Commission Specialist I (FO) is expected to perform the work or lead a team that plan, organize and conduct complex studies related to various energy forecast-related topics and their potential impacts on California's energy policy. For a project to be effective, you must present ideas effectively and consult with and advise other staff, management, Commissioners or others on the relative merits of specific analysis related to energy forecasts and the impacts 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.

**53. Develop or modify models for forecasting energy demands/supply, related variables, and economic impacts by using quantitative and qualitative data.**

How would you describe your level of expertise in the above task?

- A. I have little or no experience related to this task but would be willing to learn.
- B. I have introductory skills in this area; I can perform this task with supervision.
- C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this task with no additional training.
- E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

**54. Run various scenarios in a forecasting model by altering specific variables and interpreting results.**

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.

**55. Advanced knowledge of econometrics and statistical modeling principles for examining energy use issues and forecasting demand/supply and pricing.**

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).

**56. Knowledge of dynamic interactions of supply and demand in energy markets.**

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).

**57. Use of statistical and/or econometric analysis to estimate transportation, pricing, and energy use trends.**

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).

**THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE FOR THE ENERGY COMMISSION SPECIALIST I (FO) EXAMINATION.**

You should have completed questions **1 through 57**. Please submit this document along with any other required documentation per the instructions on page 3.