



EXAMINATION ANNOUNCEMENT

CALIFORNIA ENERGY COMMISSION

ASSOCIATE ENERGY SPECIALIST (Technology Evaluation and Development)

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 15th of each month. All applications received after the 15th 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 - TED)
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 16th 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>.

SALARY RANGE

\$4,400-\$5,468

ASSOCIATE ENERGY SPECIALIST (TED)
BJ82 – 4056
5ERAC01

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.

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.

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 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

In the California state service, one year of experience performing technology evaluation and development duties in areas related to energy technologies, energy research, development and demonstration projects; advanced combustion technologies; transportation energy technologies and alternative fuels; efficiency improving energy technology and fuels; including duties such as analysis of economic, environmental and public health impacts in California 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 (Technology Evaluation and Development) is the full journey person level in the class series. Incumbents independently perform reasonable, 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 deployment and use issues;
2. Energy supply and demand forecasts and 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 energy resource development, conversion, distribution, and conservation;
5. Principles of econometric and end-use energy demand forecasting;
6. Energy sources and use within the California economy;
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. Recent research and development projects related to the use of petroleum, natural gas, biomass and other synthetic fuels;
10. Energy technology environmental impacts, including emissions, waste streams, volumes and characteristics;
11. Energy technology public health impacts, air quality impacts and risk analysis;
12. General provisions of social and economic implications of geothermal, solar, wind and other renewable energy development, technology and fuel demonstrations, resource planning and facility construction;
13. Recent research and development projects in electrical, nuclear, geothermal, and other energy sources and their related fuels and technologies;
14. Federal and State energy policy;
15. Decision theory, probabilistic risk assessment, and techniques of comparative evaluation, and Federal, State and local government, utilities and private agencies in energy research and regulation.

ABILITY TO

1. Reason logically and creatively, evaluate and apply a variety of analytical and research methods for the purpose of systematic, critical, and thorough analysis of energy problems or prospective issues leading to formulation, testing, or revision of State and/or Federal energy policies;
2. Utilize available computer systems for data base and/or computational applications;
3. Manage contracts;
4. Analyze energy data and present ideas and information effectively both orally and in writing;
5. Communicate in both written and oral formats;
6. Prepare and give testimony in planning and regulatory proceedings;
7. Develop and use complex computer programs and analytic models;
8. Develop and evaluate fuel alternatives;
9. Gain and maintain the confidence and cooperation of those contacted during the course of work;
10. Evaluate and quantify the effect of research, development and demonstration programs on energy systems;
11. Analyze situations accurately and take effective actions, and act independently within the guidelines set forth by the Commission;
12. Present ideas and analysis cogently and effectively;
13. Consult with and advise other staff management, Commissioners, or others on the relative merits of specific energy technologies and the impact of various energy policies.

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

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

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.

Veterans' Preference: 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.

Career Credit: A competitor who passes an open, non-promotional civil service examination and who has permanent civil service status (or who has a mandatory right of reinstatement to a position with permanent civil service status) is eligible to receive three career credit points added to his/her earned score. Career credits are not given to persons who have permissive reinstatement privileges. The distinction between mandatory right of reinstatement and permissive reinstatement privilege is outlined in Government Code Sections 19140-19143. (The examination announcement indicates if career credit points will apply.) Veteran's points are not granted in such examinations.

DO NOT SEND APPLICATIONS TO THE 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 Technology Evaluation & Development (TED)

This Training and Experience Questionnaire is the examination for the classifications of Associate Energy Specialist and the Energy Commission Specialist I (TED). 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/or the Energy Commission Specialist I (TED) position(s). 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 (TED)

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

Energy Commission Specialist I (TED)

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

The Training and Experience Questionnaire is the sole component of the Associate Energy Specialist and the Energy Commission Specialist I (TED) 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 (TED) must respond to questions **1 through 29**.
Candidates for the Energy Commission Specialist I (TED) must respond to questions **1 through 44**.

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 or Energy Commission Specialist I (TED) classification must be able to research information while carefully and successfully analyzing data associated with energy research and development, as well as demonstration projects.

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. Knowledge of data analysis methods sufficient to draw appropriate conclusions and make recommendations regarding a set of data.

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).

2. Knowledge (basic) of at least one energy technology (e.g., renewable energy, advanced efficiency, advanced combustion, transportation fuels) sufficient to provide information to the public in response to technical questions.

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).

3. Skill to evaluate energy-related reports and other job-related documents to verify accuracy and/or make recommendations for action based upon the findings and conclusions of document(s).

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.
- C. I have performed this task regularly.
- D. I have performed this task extensively.

4. Skill to exercise sound judgment when making decisions to ensure that decisions are based upon the facts and information available, and in accordance with laws, regulations, and Commission objectives.

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.

5. Skill to identify when an issue needs to be brought to upper management or legal staff in order to ensure issue is handled by persons with the proper authority.

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.

6. Skill to apply technical principles corresponding to specific work assignments.

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. Conduct research in support of a particular project or program in order to develop justification for the validity and effectiveness of the project or program.

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.
- C. I have performed this task regularly.
- D. I have performed this task extensively.

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

This section 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 an Associate Energy Specialist or Energy Commission Specialist I 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. Facilitate project meetings by directing the flow of discussion among project members to ensure optimum exchange of information occurs.**

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.

- 9. Attend workshops, hearings, and conferences concerning new technology, programs and opportunities associated with energy to gather information pertinent to project or program.**

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.

- 10. Remain up-to-date on any new or changing regulations and/or policies imposed by a regulatory agency when participating organizations need to be aware.**

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.

11. Knowledge of facilitation techniques to conduct meetings and/or sessions that promote collaborative and productive group work.

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).

12. Knowledge of spoken language rules for English language to formulate proper sentences, speak in a correct and understandable manner to a variety of audiences, and understanding 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).

13. Skill to orally present findings and recommendations to various groups (e.g., staff building industry, etc.) concerning energy technology project findings.

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. Skill to communicate the status and progress of work assignments, projects, and/or program operations to ensure management's awareness of problems and/or 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.

15. Skill to communicate interpersonally in order to develop working relationships with various government agencies, associations, and private industries.

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.

16. Skill to present information to participating parties and/or workshops concerning energy technology programs in order to improve public acceptance and program effectiveness.

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.

17. Skill to work interpersonally with others as a project leader.

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. Ability to listen to oral dialogue of others to foster the open exchange of ideas and provide for effective two-way communication.

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.

19. Ability to maintain a professional demeanor at public and professional meetings (e.g, workshops, hearings, conferences, etc.).

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.

20. Skill to write manuals, guidelines, and procedures to provide guidance to participating parties.

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 portion of the Associate Energy Specialist/Energy Commission Specialist I 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 Specialist and Energy Commission Specialist I perform the work or lead a team that will plan, organize and conduct complex studies and programs of various energy 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 specific energy technologies 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.

21. Coordinate frequent team meetings in order to identify and prevent potential problems and take action to correct before they become a bigger challenge.

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.

22. Provide clear and detailed communications to avoid misunderstanding when conversing with other program staff and customers.

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.
- C. I have performed this task regularly.
- D. I have performed this task extensively.

23. Keeps current on new energy-related technology through research and professional activities and reports to management on this new innovative and cutting-edge technology.

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.

24. Advise division management and program managers concerning program planning and evaluation topics.

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.

25. Knowledge of techniques for using Access to maintain a directory of participating organizations and track contacts.

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).

26. Knowledge of techniques for using word processing software (i.e., Word) to write and edit work statements, reports, proposals and correspondence.

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).

27. Skill to delegate assignments and tasks to others as a project leader.

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.

28. Skill to coordinate the work of student assistants to foster optimum productivity on 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.

29. Skill to prioritize work assignments to ensure completion within established timeframes.

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 (TED) EXAMINATION.

You should have completed questions **1 through 29**. 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 (TED) or for **both** classes, please proceed to the next page and complete questions **30 through 44**.

ENERGY COMMISSION SPECIALIST I QUESTIONS (Only)

Respond to these questions only if you are participating in the Energy Commission Specialist I exam.

Task Area 1: Research and Analytical Skills

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 research and development, as well as demonstration projects.

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. Analyze and prepare reports on various energy issues, such as new technology, alternative fuels, barriers to implementation, energy use patterns, opportunities to promote energy efficiency, impact of proposed policies, 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.

31. Skill to identify facts and implications related to a situation and the pros and cons of proposed alternatives before drawing conclusions and making recommendations.

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.

32. Research and critically review various energy issues, raised in staff and/or consultant reports, for specific reports for Commission approval or publication by utilizing various research methods (e.g., analysis of energy technologies, alternative fuels, and/or efficiency; surveys; conduct economic studies, etc.).

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.

33. Critically review technical reports, evaluations, and policy recommendations.

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.
- C. I have performed this task regularly.
- D. I have performed this task extensively.

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

The section is designed to assess your skill in communication between others and in developing working relationships by listening to verbal dialogue to foster open exchange of ideas and provide effective two-way communication. As an Energy Commission Specialist I 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.

34. Interact with managers, co-workers, governmental personnel, attorneys, stakeholders and members of the public to contribute to the overall efficiency and productivity of the technology implementation process.

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.

35. Interact diplomatically with individuals in response to inquiries into divisional policies, procedures, practices and/or regulatory requirements pertaining to technology issues.

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.

36. Ability to organize and summarize the most pertinent information gathered from multiple sources.

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.

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

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.

38. Skill to write reports, correspondence, summaries, notes, brochures and other job-related documents using proper sentence structure, grammar, punctuation, and format.

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 portion of the Energy Commission Specialist I exam is designed to assess your ability to effectively handle a variety of situations related to dealing with project planning and management. The Energy Commission Specialist I is to perform the work or lead a team that plan, organize and conduct complex studies and programs of various energy 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 specific energy technologies 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.

39. Skill to identify issues or problems that cross disciplinary boundaries to ensure that an appropriate range of expertise is involved in addressing such issues and problems.

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.

40. Ability to follow ethical standards according to departmental guidelines.

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.

41. Provide unbiased, objective advice based on scientific research methods.

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.

42. Skill to make formal or informal presentations related to work assignments to a variety of audiences (e.g., hearings, workshops).

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 4: Workload Management

This portion of the Energy Commission Specialist I exam is designed to assess your ability to work independently with little or no supervision, as well as to manage workload and changing priorities.

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.

43. Skill to develop alternate work plans and strategies for the completion of work assignments in response to changing priorities, problems, or scheduling setbacks.

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.

44. Ability to work independently on assignments without close supervision or detailed instructions.

Consider 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.
- C. I have performed this task regularly.
- D. I have performed this task extensively.

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

You should have completed questions **1 through 44**. Please submit this document along with any other required documentation per the instructions on page 3.