



EXAMINATION ANNOUNCEMENT

CALIFORNIA ENERGY COMMISSION

ENERGY ANALYST

OPEN

EXAMINATION INFORMATION

This examination will consist of a multiple choice examination and a writing exercise. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Multiple Choice Scope: (Multiple Choice Examination Weighted 40%)

1. Mathematical calculation

Writing Exercise Scope: (Writing Exercise Weighted 60%)

1. Writing skills
2. Analytical techniques

FILING INSTRUCTIONS

CONTINUOUS – NO FINAL FILING DATE – Testing is considered continuous as dates can be set at any time. You may apply only once in any consecutive 12 month period. Standard State Application (STD.678) will be accepted on a continuous basis and examinations are scheduled as needed. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES FILE BY MAIL OR IN PERSON WITH:

California Energy Commission
Selection and EEO Office (EA)
1516 9th Street, MS- 52
Sacramento, CA 95814

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 Monday – Friday 8:00 AM to 5:00 PM or, on the Internet at: <https://jobs.ca.gov/pdf/std678.pdf>.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

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.

SALARY RANGE

Range A: \$3199 - \$3917
Range B: \$3464 - \$4279
Range C: \$4154 - \$5146

ENERGY ANALYST
BJ95 – 5837
4ERAD

www.energy.ca.gov
(916) 653-6532
Final File Date: Continuous

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

ALTERNATE RANGE

Range A. This range shall apply to: (1) incumbents who have six months experience as a Management Services Technician, Range B; or (2) other incumbents who do not meet the criteria for payment in Range B or C.

Range B. This range shall apply to persons who have satisfactorily completed six months of technical or professional experience equivalent to that of Energy Analyst, Range A.

Range C. This range shall apply to persons who graduated from a recognized four-year accredited college or university with a major in ecology, energy, environment, energy economics, statistics, operations research, planning, land use, engineering, geology, physical or biological science, or a closely related field; or who have satisfactorily completed 12 months of technical or professional energy experience equivalent to that of Energy Analyst, Range B.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience by the written test date.

Your signature on your application indicates you have read, understood and possess the basic qualifications required to be admitted to the examination. **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.**

NOTE: 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’ possessing 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

Education: Equivalent to graduation from college with a major in ecology, energy, environment, energy economics, statistics, operations research, planning, land use, engineering, geology, physical or biological science, or a closely related energy field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Work experience performing technical energy related duties may be substituted for the required education with one year of experience being equal to one year of education.)

Or II

Experience: Six months of experience in the California State Energy Commission or other State energy programs performing the duties in a class comparable to Management Services Technician, Range B. **AND**

Education: 18 units of college work

THE POSITION

The class of Energy Analyst is a recruiting and development class for persons qualified to perform analytical work on one or more aspects in a broad range of energy areas as a background for advancement in the field of energy. Incumbents are assigned duties and responsibilities commensurate with their background and training.

An Energy Analyst studies the principles and techniques of the area of work to which assigned and, under supervision, applies them; participates in analytical studies of energy conservation, forecasting, research, siting, planning, or assessment; gathers, tabulates and analyzes data; interviews and consults with management, employees and others to give and secure necessary information; prepares reports and makes recommendations on procedures, policies and program alternatives; reviews and analyzes proposed legislation and advises management on the impact or potential impact; prepares correspondence.

Positions exist in Sacramento with the California Energy Commission.

SPECIAL PERSONAL CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order to learn the practical application of energy principles, demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; flexibility, willingness and ability to accept increasing responsibility.

ELIGIBLE LIST INFORMATION

Names of successful competitors are merged into an established list in order of final score regardless of date. Eligibility expires twelve (12) months after it is established.

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: 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.