



EXAMINATION ANNOUNCEMENT

CALIFORNIA ENERGY COMMISSION

ENERGY RESOURCES SPECIALIST III (MANAGERIAL)

DEPARTMENTAL OPEN – SPOT SACRAMENTO ONLY

EXAMINATION PLAN

TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%. The examination will consist solely of a Training and Experience (T&E) Questionnaire. To obtain a position on the eligible list, a minimum score of 70% must be obtained. Once you have taken the T&E Questionnaire examination, you may not retest for six (6) 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. Standard State applications and T&E Questionnaires will be reviewed and scored on a continuous basis. Once you have taken the T&E Questionnaire examination, you may not retest for six (6) months. 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 (ERS III M)
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.

ENERGY RESOURCES SPECIALIST III (MANAGERIAL)
BI70 – 4805
8ERAB

www.energy.ca.gov
(916) 653-6532

Final Filing Date: Continuous Testing

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.

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	\$8,731 - \$9,916 (As of July 1, 2017)
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	Experience applicable to one of the patterns below may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties at a level of responsibility equivalent to that described in "Pattern I." 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 the duties of an Energy Resources Specialist II. Or II Two years of experience in the California state service performing the duties of an Energy Resources Specialist I. Or III Experience: Four years of experience above the trainee level in an energy resources management or research program, environmental protection or research program, applied research in the physical or biological sciences, or energy or environmental engineering. (A graduate degree in one of the physical or biological sciences, engineering, economics, operations research, or other related fields may be substituted for not more than one year of the required experience.) And Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)
THE POSITION	This is the full management level. Incumbents have full management responsibility for the most complex and sensitive program issues having statewide impact; act as the State's expert on energy conservation practices, power production, energy management, or financing and contracting of energy projects including alternative energy resources; establish policy and priorities; and provide strong leadership and direction toward the accomplishment of major program issues. This level reports directly to the Deputy Director level. 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. Energy conservation and development;
2. Principles of physical sciences and engineering involved in energy production, transmission, utilization and conservation;
3. Principles of program evaluation and planning, and energy policy analysis and formulation;
4. Federal, State, local government and private agencies involved in energy research and regulation;
5. General provisions of Federal and State laws and regulations applicable to the construction and operation of utilities;
6. General social and economic implications of energy demand forecasting and facility construction;
7. Recent research and development projects in the fields of electrical, nuclear, geothermal, solar and other energy sources;
8. Principles and procedures of environmental impact assessment, and energy supply and demand forecasting;
9. Principles and methods of personnel management and training;
10. The department's Equal Employment Opportunity Program objectives;
11. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

ABILITY TO

1. Reason logically and creatively and utilize a variety of analytical and research techniques to resolve complex energy conservation and development problems;
2. Develop and evaluate alternatives;
3. Analyze energy data and present ideas and information effectively both orally and in writing;
4. Consult with and advise on a wide variety of energy-related subject-matter areas;
5. Gain and maintain the confidence and cooperation of those contacted during the course of work;
6. Coordinate the work of others, act as a team or conference leader;
7. Analyze situations accurately and take effective action;
8. Plan, direct and coordinate the work of a multidisciplinary staff of engineers, scientist, economists, energy specialists, and other assistants;
9. Appear at public hearings;
10. Effectively contribute to the department's Equal Employment Opportunity objectives.

ELIGIBLE LIST INFORMATION

A Departmental open, merged eligible list will be established for the California Energy Commission. This examination will be administered on a continuous basis. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test dates. Eligibility expires 12 months after it is established.

Competitors may retest after six (6) months.

VETERANS PREFERENCE POINTS

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 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.

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 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

Energy Resources Specialist III

(Managerial)

This Training and Experience Questionnaire is the examination for the classification of Energy Resources Specialist III (Managerial). The results of this examination will determine your placement on the hiring list 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 Energy Resources Specialist III (Managerial) 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:

Energy Resources Specialist III (Managerial)

- Program/Project Management
- Contract/Budget
- Communication (Verbal, Written and Interpersonal)
- Decision Making
- Workload Management
- Policy Development

The Training and Experience Questionnaire is the sole component of the Energy Resources Specialist III (Managerial) 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.

Signature: _____ Date:

Name (printed):

Contact Information:

Address:

City, State, Zip:

Phone Number:

Email Address:

Instructions:

Candidates for the Energy Resources Specialist III (Managerial) examination must respond to all the questions.

Task Area 1: Program/Project Management

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your ability to effectively handle a variety of situations related to dealing with project planning and management. The Energy Resources Specialist III (Managerial) is to direct/manage work of teams that plan, organize and conduct complex studies and programs related to various energy technologies or policies and their potential impacts on California's existing markets, environment, and energy systems. You must be able to manage the work of others to assure resources are used effectively, projects are under control, deadlines are met, and deliverables or resolutions are produced. 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 actions or outcomes.

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 management and leadership theories, techniques, and applications to ensure that strategies employed in the supervision and oversight of work unit operations are effective and appropriate.

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. Skill in applying management, leadership principles and techniques to ensure a productive, professional working environment for completion of work tasks and assignments.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

3. Knowledge of principles and techniques used to reinforce and reward positive performance to recognize and promote acceptable and superior performance of subordinate employees.

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).

4. Knowledge of current corrective actions and progressive disciplinary techniques to provide effective, appropriate monitoring, coaching, and counseling of the work performance of subordinate staff.

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. Knowledge of team-building principles and techniques to conduct team-building sessions which contribute to and promote a positive, cooperative, professional work environment.

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).

6. Knowledge of equal employment opportunity regulations and objectives to promote the Commission's equal employment opportunity policies and goals in making hiring and employment decisions.

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).

7. Knowledge of negotiation and consensus-building to find mutually acceptable solutions to energy problems and issues.

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).

8. Skill in representing the unit/office/division to the energy industry and/or the public.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

9. Skill in extracting specific, relevant data and information from a larger body of materials.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

10. Identify how proposed policies will impact affected stakeholders and energy interests.

How would you describe your level of experience/expertise in the above area?

- A. I have little or no experience related to this duty but would be willing to learn.
- B. I have introductory skills in this area; I can perform this duty with supervision.
- C. I have moderate skills in this area; I can generally perform this duty independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this duty 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 duty.

11. Skill in identifying and resolving any problems and/or issues within the work unit to enable the completion of assignments.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

12. Skill in documenting employee performance and completing employee performance evaluations and probationary reports.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

13. Skill in coaching and mentoring employees to improve performance, productivity, and expertise.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

14. Skill in resolving performance problems by planning and implementing measures to improve performance.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

15. Skill in supervising a diverse staff, ensuring that supervisory and management decisions are sensitive to diverse perceptions.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

16. Willingness to continuously improve job-related knowledge, skills, abilities and other personal characteristics.

How would you describe your willingness and experience for the skill listed above?

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill, and willingness to obtain additional training from which I could benefit.
- C. I have frequently and willingly performed this skill 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 skill.

17. Skill to monitor the implementation of programs.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

18. Skill to motivate and guide staff toward goal accomplishment.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

19. Assess the complexity and skill match of an assignment to ensure assignment is appropriately delegated to subordinate employees.

How would you describe your experience and readiness to perform the above duties?

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

20. Establish consistent performance standards and expectations throughout the work unit.

How would you describe your experience and readiness to perform the above duties?

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

21. Provide guidance in how to strengthen knowledge and skills (e.g., decision-making, technical analysis, communication, etc.) to improve personal and organizational performance.

How would you describe your experience and readiness to perform the above duties?

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

22. Formulate strategies that are achievable, cost-effective, and address organizational goals by themselves or in coordination with other strategies using input from staff and Commissioners, Deputy Director, and others in the Executive Office.

How would you describe your experience and readiness to perform the above duties?

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

23. Evaluate overall workload of the office to determine changing priorities and resource needs.

How would you describe your experience and readiness to perform the above duties?

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

24. Following the progressive disciplinary process by ensuring all steps are taken following departmental and State rules/laws.

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).

Task Area 2: Contract/Budget

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your contract and budget skills. As an Energy Resources Specialist III (Managerial) candidate, you should be able to develop budget projections and evaluate the work of private contractors. You must be capable of preparing budget documents to support the office's annual resource and work planning process, providing adequate justification for those decisions to management and Commissioners, and monitoring/tracking timely implementation and expenditures.

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. Oversee the review of contract support materials (including work statements, justification, selection method) for data collection, model development or other technical services.

How would you describe your experience and readiness to perform the above duties?

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

26. Ensure the effective evaluation of the work of private contractors for quality, technical accuracy, timeliness and cost appropriateness of services.

How would you describe your experience and readiness to perform the above duties?

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

27. Develop budget projections and forecasts.

How would you describe your experience and readiness to perform the above duties?

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

28. Prepare budget change proposals and work plan modifications.

How would you describe your experience and readiness to perform the above duties?

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

29. Propose and justify positions within the office.

How would you describe your experience and readiness to perform the above duties?

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

Task Area 3: Communication (Verbal, Written, Interpersonal)

This section is designed to assess your communication skills with others and in developing working relationships through verbal dialogue to foster an open exchange of ideas and provide effective two-way communication. As an Energy Resources Specialist III (Managerial) candidate, you should be able to present ideas and information effectively both orally and in writing. You must be capable of communicating with others to gain and maintain the confidence and cooperation of those contacted during the course of work. You must be able to communicate with and advise other staff, management, Commissioners or others on the relative merits of specific energy options, actions, or outcomes and their impact on 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.

30. Skill to review and edit written materials for proper content and consistency with Commission policy.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

31. Skill to clearly and concisely explain, in writing, the contents of technical materials (such as energy related reports and regulations) to audiences with varying levels of expertise.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

32. Skill to write clear and concise memos, letters and correspondence, reports, and documents using proper grammar, punctuation, and sentence structure.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

33. Skill to translate technical information into understandable language for a variety of audiences.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

34. Skill to read and comprehend a variety of technical, complex information in English related to work assignments (such as regulations, energy forecast reports, divisional manuals, contract documents, scientific articles, etc.) in order to interpret, explain, and apply the information.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

35. Skill to listen to others to facilitate open exchange of ideas and provide for effective communication.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

36. Skill to 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 experience level for the skill listed above?

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

37. Knowledge of conflict resolution techniques to address and deal with conflicts and issues that may arise in the work group.

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).

38. Skill to defuse tense situations and calm irate individuals to minimize conflict.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

39. Skill to explain regulations, Commission policy, industry standards, reasons for decisions, research findings, facts, data, issues, and/or problems related to energy issues to co-workers, governmental personnel, energy personnel, members of the public, media, etc.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

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

How would you describe your level of experience/expertise in the above ability?

- A. I have very little or no experience related to this ability but would be willing to learn.
- B. I have introductory skills in this area; I can perform this ability with supervision.
- C. I have moderate skills in this area; I can generally perform this ability independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this ability 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 ability.

41. Skill to use tact and diplomacy in the course of directing staff.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

42. Skill to establish and maintain cooperative relations with Commission employees, the public, and local, state and federal agencies.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

43. Skill to objectively explain the reasons and rationale for decisions to a variety of audiences.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

44. Skill to conduct meetings with State employees from other agencies or other stakeholders to address issues and resolve problems.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

45. Skill to convey expectations, priorities, and vision to others.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

46. Ability to develop trust and credibility with customers/stakeholders.

How would you describe your level of experience/expertise in the above ability?

- A. I have very little or no experience related to this ability but would be willing to learn.
- B. I have introductory skills in this area; I can perform this ability with supervision.
- C. I have moderate skills in this area; I can generally perform this ability independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this ability 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 ability.

47. Resolve interpersonal conflicts when necessary.

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

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

48. Interact diplomatically with individuals in response to inquiries into organizational policies, procedures, practices and/or regulatory requirements pertaining to energy issues.

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

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

49. Interact with managers, co-workers, governmental personnel, stakeholders and members of the public to contribute to the overall efficiency of the office.

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

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

50. Review and approve studies and reports on complex and controversial energy issues (e.g., the availability, utilization and pricing of energy resources, implications of natural gas prices, electricity and fuel infrastructure analysis, energy use patterns, opportunities to promote energy efficiency and alternative energy sources, benefits and costs of proposed policies, environmental impact, etc.).

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

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

51. Ensure that office recommendations are supported by sound and defensible analysis.

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

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

52. Ensure the confidentiality of sensitive data, documents and reports.

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

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

53. Knowledge of the procedures to secure confidential documents and reports.

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).

Task Area 4: Decision Making

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your decision making skills. As an Energy Resources Specialist III (Managerial) candidate, you should be able to exercise sound judgment when making decisions to ensure that decisions are based upon the facts and the best available information. You must be able to advise staff, upper management, Commissioners or others on the relative merits of specific options, results, or outcomes 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.

54. Skill to maintain and support a controversial position when supported by evidence.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

55. Knowledge of cultural diversity, race, gender and other individual differences to be sensitive to others and facilitate cooperation.

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. Skill to exercise sound judgment when making decisions to ensure that decisions are based upon the facts and information available, and that they are in accordance with laws, regulations, and/or divisional goals and objectives.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

57. Skill to evaluate reports to make recommendations for action based upon the documented information.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

58. Identify when an issue needs to be raised to upper management for resolution or awareness.

How would you describe your level of experience/expertise in the above area?

- A. I have very little or no experience related to this duty but would be willing to learn.
- B. I have introductory skills in this area; I can perform this duty with supervision.
- C. I have moderate skills in this area; I can generally perform this duty independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this duty 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 duty.

Task Area 5: Workload Management

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your ability to effectively handle a variety of situations related to effectively managing staff and resources. The Energy Resources Specialist III (Managerial) will lead and manage a team of supervisors in planning, organizing, and evaluating the work of staff responsible for various energy analyses, programs, and policies. This will involve long-range planning as well as priority or staffing shifts that may happen quickly. As an Energy Resources Specialist III (Managerial) candidate, you should be able to provide guidance on the policies, procedures and practices of office and/or department programs. You must be capable of developing professional development plans for staff as well as succession plans for key subject specialists.

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.

59. Skill to work on multiple tasks or parts of tasks concurrently.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

60. Skill to manage workload and assignments to meet deadlines and performance objectives.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

61. Skill to delegate suitable work assignments and appropriate level of responsibility to employees to complete work assignments.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

62. Skill to monitor the work of employees to ensure that it meets quality, quantity, and timeliness standards.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

63. Skill to establish project schedules and milestones to complete assignments within timelines.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

64. Skill to introduce changes in the work unit/office in a positive manner to generate support for changes and to minimize impact or perceived impact on staff.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

65. Skill to evaluate the impact and effectiveness of programs, procedures, business processes, and/or policies.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

66. Skill to develop short and long-range plans and schedules that coordinate goals and objectives of the Commission.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

67. Recognize the need to shift priorities, staff, and resources to maximize the effectiveness of the office.

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

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

68. Adapt to changes in priorities, work assignments, and interruptions that impact the completion of projects and assignments.

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

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

69. Work independently on assignments without close supervision.

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

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

70. Work under the pressure of a heavy workload, multiple tasks and/or tight timeline when completing assignments.

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

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

71. Work in a team environment to complete assigned work tasks.

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

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

72. Skill to lead a group or team to complete work assignments, including setting effective agendas, facilitating the exchange of ideas and development of work products.

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

73. Perform job duties under intense pressures with little or no input from others in decisions made, tasks completed, and/or prioritization of tasks to be completed.

How would you describe your experience and readiness to perform the above duties?

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

74. 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 experience level for the skill listed above?

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

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

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

- A. I have very little experience performing this skill but would be willing to learn.
- B. I have some experience performing this skill but could benefit from some additional training.
- C. I have performed this skill 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 skill.

76. Use efficient, cost-effective and innovative approaches to integrate technology into the workplace and improve program effectiveness.

How would you describe your experience and readiness to perform the above duties?

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

77. Provide guidance to office personnel on the policies, procedures and practices of office and/or departmental programs.

How would you describe your experience and readiness to perform the above duties?

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

78. Identify and propose training classes and seminars that fulfill staff needs, and encourage participation.

How would you describe your experience and readiness to perform the above duties?

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

79. Ensure that office personnel have completed required training.

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

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

Task Area 6: Policy Development

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your ability to effectively develop proposals and energy policies. As an Energy Resources Specialist III (Managerial) candidate, you should be able to research information necessary to develop policy perspectives, explain them clearly both in writing and orally, and provide unbiased analyses of options. You must be able to effectively gather perspectives from other agencies or outside parties.

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.

80. Develop legislative or congressional proposals to implement Commission policy and program initiatives.

How would you describe your level of experience/expertise in the above area?

- A. I have very little or no experience related to this duty but would be willing to learn.
- B. I have introductory skills in this area; I can perform this duty with supervision.
- C. I have moderate skills in this area; I can generally perform this duty independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this duty 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 duty.

81. Collaborate with outside parties in development of energy policy or energy related research (e.g., CalStart, Air Resources Board, Public Utilities Commission, etc.).

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

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

82. Analyze legislative proposals to evaluate the impact on energy issues and Commission policy.

How would you describe your level of experience/expertise in the above area?

- A. I have very little or no experience related to this duty but would be willing to learn.
- B. I have introductory skills in this area; I can perform this duty with supervision.
- C. I have moderate skills in this area; I can generally perform this duty independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this duty 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 duty.

83. Participate in department and inter-agency committees regarding activities or industry issues.

How would you describe your experience and readiness to perform the above duties?

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

84. Maintain a network of contacts in the industry and other sources to effectively utilize their expertise and gain cooperation.

How would you describe your experience and readiness to perform the above duties?

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

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

How would you describe your level of experience/expertise in the above area?

- A. I have very little or no experience related to this duty but would be willing to learn.
- B. I have introductory skills in this area; I can perform this duty with supervision.
- C. I have moderate skills in this area; I can generally perform this duty independently but may require some additional training.
- D. I have advanced skills in this area; I can perform this duty 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 duty.

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE FOR THE ENERGY RESOURCES SPECIALIST III (MANAGERIAL) EXAMINATION.

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