



EXAMINATION ANNOUNCEMENT

CALIFORNIA ENERGY COMMISSION

ENERGY RESOURCES SPECIALIST III (SUPERVISORY)

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 SUP)
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 (SUPERVISORY)
BI72 – 4813
8ERAC

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

\$7,600 - \$9,444 (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 first full supervisory level. Incumbents typically supervise a group of specialists and have major program responsibilities. Typically, as a full supervisor, incumbents report to a branch chief responsible for several energy-related programs and spend the majority of their time in supervisory activities as distinct from work level assignments.

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

(Supervisory)

This Training and Experience Questionnaire is the examination for the classification of Energy Resources Specialist III (Supervisory). 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 (Supervisory) 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 (Supervisory)

- Supervision
- Communication (Verbal, Written and Interpersonal)
- Contract/Grant/Budget Management
- Analysis and Research
- Policy Review and Development
- Program/Project Management

The Training and Experience Questionnaire is the sole component of the Energy Resources Specialist III (Supervisory) 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 Energy Resources Specialist III (Supervisory) examination must respond to all the questions.

Task Area 1: Supervision

This portion of the Energy Resources Specialist III (Supervisory) exam is designed to assess your ability to effectively handle a variety of situations related to supervision of employees. As an Energy Resources Specialist III (Supervisory) candidate, you should be able to conduct performance evaluations; supervise, direct and plan the work activities of the unit; implement corrective actions; guide recruitment, along with the training and development of employees. You must be capable of contributing to the Energy Commission's Equal Employment Opportunity program; apply knowledge of supervision techniques; consult and advise on a wide variety of subjects.

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 principles and techniques of supervision and management of 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).

2. Lead by positive example when managing the employees of the work unit or division.

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.

3. Guide subordinate staff to manage time and set priorities for the completion of work assignments.

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.

4. Work with staff when completing performance evaluations by discussing their performance, identifying areas for improvements and providing recognition for their accomplishments.

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.

5. Coach subordinate employees by offering guidance in order to improve performance, productivity, and expertise.

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.

6. Recruit potential candidates for positions within the unit by ensuring duty statements are current and screening applications of potential candidates.

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.

7. Conduct hiring interviews with candidates for employment and/or promotion to ensure that those candidates selected possess the required qualifications.

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.

8. Identify the level and type of training needed by subordinate staff relating to the duties of the given classification.

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.

9. Conduct meetings with employees to communicate information necessary for successful job 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.

10. Skill to promote positive, cooperative, professional working relations among 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.

11. Provide challenging work assignments to employees in order to develop employee expertise and maintain employee interest in the job.

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.

12. 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).

13. Adjust interpersonal approaches to suit different people and situations.

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.

14. Resolve performance problems by planning corrective measures to improve employee performance.

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).

15. Develop employee decision-making skills.

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.

16. 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.

17. Skill to effectively apply management and leadership principles and techniques within the work group to ensure a productive, professional working environment and to provide for efficient 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.

Task Area 2: Communication (Verbal, Written, and 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 (Supervisory) 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.

18. Skill to review the written work products of others, with great attention to detail, by taking into account content accuracy, format and grammar.

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. Skill to interpret ambiguous assignments to subordinates in order to give them a clear understanding of the assignment's purpose.

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.

20. Skill to comprehend reports, memos, manuals, and other job-related materials and documents.

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.

21. Skill to build consensus through negotiations sufficient to resolve a variety of issues.

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.

22. Skill to establish and maintain cooperative relations with departmental employees, the public and other State 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.

23. Skill to write clear and concise reports, policies, procedures, and/or correspondence by expressing facts and ideas in a succinct and organized manner.

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.

24. Skill to communicate with supervisors and management in order to share information needed for various job-related 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.

25. Skill to orally present findings and recommendations to various groups concerning a particular project or program by offering empirical support for the validity and effectiveness of the project or program.

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.

26. Skill to facilitate meetings by clearly stating the objective of the meeting, generating brainstorming sessions, providing an agenda to meeting members, and directing discussions to ensure all members stay on task.

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.

27. Skill to mediate differences of opinion or interest between various groups by ensuring all concerned parties are heard and employing conflict resolution strategies to come to a collaborative agreement for various issues.

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.

28. Skills to orally testify on policies, and major reports before decision-making bodies.

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.

29. Prepare written testimony for regulatory proceedings and other forums.

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.

30. Skill to operate presentation software in order to design and deliver effective presentations.

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. Introduce change in the work unit in a positive manner to generate support for the changes and to minimize impact or perceived impact on staff.

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.

32. Skill to resolve conflicting priority requests for service provided by the work unit or division.

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. Present policy issues and recommendations in a clear and understandable manner.

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.

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

35. Coordinate with local, regional, state and federal agencies, and other stakeholders to assure their input into programs.

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.

36. Skill to negotiate and build consensus to achieve mutually acceptable outcomes by identifying common interests, clarifying differences, and achieving consensus or compromise.

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.

Task Area 3: Contract/Grant/Budget Management

This portion of the Energy Resources Specialist III (Supervisory) exam is designed to assess your contract and budget skills. As an Energy Resources Specialist III (Supervisory) 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.

37. Knowledge of basic mathematical principles sufficient to prepare and manage a budget.

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 oversee the selection of contractors by advising staff on the proper procedures for setting selection criteria and evaluating various contractors' qualifications.

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 oversee the management of grants by editing proposals and offering advice to applicants and/or staff who are working with applicants.

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. Skill to oversee the management of contracts by reviewing invoices and contractor's work, giving direction and information to contractors, and/or staff who are working with contractors.

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.

41. Skill to write proposals for grants and/or loans by adhering to format and content requested for loan proposals and sufficiently addressing criteria of grant or loan.

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. Evaluate loan or grant programs by determining whether goals of the program have been met.

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.

43. Evaluate the work of private contractors for quality, technical accuracy, and timeliness to meet the cost appropriateness of services.

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.

44. Administer the budget for the work unit or division to ensure expense categories do not exceed allocated amount.

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 4: Analysis and Research

This portion of the Energy Resources Specialist III (Supervisory) exam is designed to assess your ability to research information while carefully and successfully analyzing data associated with policy decisions, program development or infrastructure projects. You must be able to review staff documents for accuracy and clarity in conveying information to the intended audience; sometimes this information will be technical in nature. You must understand how to safeguard any information or data necessary to projects or programs.

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

45. Skill to delegate assignments to the best-qualified individuals available by matching staff specializations and expertise with the objectives of the assignment.

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. Skill to identify problems relating to the procedures and/or policies of the work unit.

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.

47. Skill to objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.

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.

48. Ability to reason logically and creatively in order to resolve complex problems.

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.

49. Skill to evaluate the 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.

50. Analyze and evaluate existing and proposed legislation to determine its impact on programs and policies as well as constituent concerns.

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).

51. Oversee staff's review of scientific research concerning environmental implications of technology and fuel types in order to provide information to other staff and identify research and development needs.

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.

52. Lead special studies to respond to agency or management 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.

53. Develop and maintain knowledge of multiple areas of technical specialization and learn new skills.

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.

54. Determine the feasibility and reasonableness of measures to mitigate significant adverse impacts to the environment from a proposed project.

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.

55. Skill to oversee analysis of environmental and engineering effects of a project to protect the environment, public health and safety, and comply with relevant laws, ordinances, regulation standards (LORS).

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.

56. Skill to consider future consequences of present decisions or courses of action based on previous experience.

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 operate database software (e.g., Access ©, Excel ©) sufficient to keep records and statistically analyze data.

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. Maintain the confidentiality of sensitive data, documents, and reports.

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 5: Policy Review and Development

This portion of the Energy Resources Specialist III (Supervisory) exam is designed to assess your ability to effectively develop proposals and energy policies. As an Energy Resources Specialist III (Supervisory) 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.

59. Knowledge of the California Public Resources Code pertaining to energy resources conservation and development.

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).

60. Skill to develop procedures, manuals, and/or guidelines for programs and 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.

61. Skill to formulate policy recommendations based on a thorough analysis of existing policy and the relative impact of the recommendation on stakeholders.

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. Identify the need for new or revise policies by discussing policy options with stakeholders and affected parties.

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.

63. Skill to defend the need for a change in policy by presenting a comprehensively researched proposal to concerned parties (e.g., stakeholders, California Energy Commission, 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.

64. Draft language for state and federal legislation and regulations to reflect 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.

Task Area 6: Program/Project Management

This portion of the Energy Resources Specialist III (Supervisory) 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 (Supervisory) supervises the 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 supervise 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.

65. Skill to determine and establish priorities and service levels in the work unit or division.

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 policies and procedures to provide for the effective operation of the work unit or division.

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. Skill to include subordinate employees in the planning of work unit operations and activities, determining project deadlines, identifying project resources, and establishing timelines to complete work assignments and projects.

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.

68. Skill to manage time and resources in order to complete projects and assignments on schedule and within established budget.

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.

69. Skill to establish a course of action for self and/or subordinate employees to accomplish specific goals.

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.

70. Skill to coordinate the complex technical work of 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.

71. Skill to establish project priorities by clearly defining the project's 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.

72. Skill to effectively utilize an interdisciplinary team when overseeing a project or program.

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. Skill to effectively use all available resources.

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.

74. Work on multiple projects and assignments within the same given time frame.

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.

75. Work under the pressure of tight timelines when completing projects or assignments.

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.

76. Translating broad vision objectives into feasible project(s) by designing the program plan and assignments to meet objectives.

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. Prepare annual program work plans by identifying detailed program work objectives, standards, and projected completion dates.

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. Oversee staff's development of benefit/cost analysis of a product, project, or program.

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. Balance assignments among subordinate staff to ensure equitable workloads.

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.

80. Act as an office lead in assigned work projects.

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.

81. Establish short-term and long-term goals of 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.

82. Skill to use project management software (such as MS Project) to plan and implement project schedules.

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.

83. Flexibility in adapting to changes in priorities, work assignments, and other interruptions which may impact pre-established courses of action for completing or progressing with projects and assignments.

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 (SUPERVISORY) EXAMINATION.

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