



# EXAMINATION ANNOUNCEMENT

## CALIFORNIA ENERGY COMMISSION

### PLANNER I (Energy Facility Siting)

#### DEPARTMENTAL OPEN

#### EXAMINATION PLAN

**TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%.** The examination will consist solely of a Training and Experience (T&E) Questionnaire. To obtain list eligibility, a minimum score of 70% must be obtained. **Once you have taken the T&E Questionnaire examination, you may not retake it for twelve (12) months.**

All internet postings of this bulletin have the T&E Questionnaire attached at the end (Please scroll down).

#### FILING INSTRUCTIONS

**CONTINUOUS TESTING – NO FINAL FILING DATE** – Testing is considered continuous as standard State applications (STD 678) and T&E Questionnaires will be accepted on a continuous basis. You may apply only once in any consecutive 12 month period. Standard State applications and T&E Questionnaires will be reviewed and scored once per month with a cutoff date of the 15<sup>th</sup> of each month. All applications received after the 15<sup>th</sup> will be held until the following month. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

#### FILE BY MAIL OR IN PERSON WITH:

California Energy Commission  
Selection & EEO Office Pln I (EFS)  
1516 Ninth Street, MS #52  
Sacramento, CA 95814

*In order to expedite the application review process, when completing the standard State application make sure to provide a full description of duties performed.*

#### DO NOT SEND T&E QUESTIONNAIRE AND STANDARD STATE APPLICATION TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

A mandatory T&E Questionnaire must be completed and submitted **with** a standard State application (STD 678). Applications received without the T&E Questionnaire or vice versa will not be accepted. If you have any questions, please call (916) 653-6532.

Applications may be obtained at the Employment Development Department, the California Energy Commission, the California Department of Human Resources Job Center located at: 1810 16<sup>th</sup> Street, Sacramento, CA 95814 – Friday 8:00 a.m. to 5:00 p.m., or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf>.

#### SALARY RANGE

**\$5,023 - \$6,287 (As of July 1, 2017)**

#### 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.

PLANNER I (EFS)  
JX84 – 4734  
5ERAF01

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

Final Filing Date: Continuous Testing

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*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.*

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**It is your responsibility** to make sure you meet the education and/or experience requirements stated below when submitting your T&E and standard State application. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: “to” and “from” dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as ‘Either’ I ‘or’ II ‘or’ III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. **Please note: When combining patterns all experience converts to the largest experience requirement.**

**EITHER I**

In the California state service, one year of experience in a technical field performing duties such as land use planning, natural resource management, energy or industrial facility siting and construction or operation; or work involving management of major energy or similar industrial projects; or working on energy-related projects in general, in a class with a level of responsibility equivalent to Energy Analyst Range C.

**OR II**

**Experience:** Two years of experience in a technical field performing duties such as land use planning, natural resource management, energy or industrial facility siting and construction or operation; or work involving management of major energy or similar industrial projects; or working on energy-related projects in general; or in siting, planning, construction or operation of thermal power plants and related energy facilities, at least one year of which must have been at the journey level, equivalent to work performed by an Energy Analyst Range C in the California state service. **AND**

**Education:** Equivalent to graduation from college with specialization in physics, engineering, planning, economics, mathematics or a closely related field; or in a natural or physical science such as anthropology, archeology, biology, chemistry, geography, geology or meteorology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**THE POSITION**

Planner I (Energy Facility Siting) is the full journey person level. Under direction, incumbents independently perform the more responsible, varied, difficult and complex facility siting projects; or serve as a team leader on less complex projects or coordinate the efforts of subordinate staff members on larger siting projects.

**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.

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**KNOWLEDGE OF**

1. Permitting, construction and operation of energy facilities or similar industrial or public work facilities;
  2. Applicable local, State and Federal environmental laws, ordinances, regulations and standards;
  3. Principles and practices of engineering analysis, environmental impact analysis, socioeconomic impact analysis or project management;
  4. Principles and techniques of supervision;
  5. Specifics of Federal, State, and local laws and regulations relating to energy or similar industrial facility siting, construction and operation;
  6. The Commissions' Equal Employment Opportunity (EEO) Program objectives; and
  7. A supervisor's role in the EEO Program and the processes available to meet EEO objectives.
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**ABILITY TO**

1. Analyze and evaluate data and information and reach sound conclusions;
  2. Develop and evaluate alternatives;
  3. Establish and maintain cooperative relationships and effective communication with local, State and Federal Government agencies;
  4. Prepare clear, complete and technically accurate reports;
  5. Present ideas effectively orally and in writing;
  6. Coordinate and work effectively with others as an interdisciplinary team member;
  7. Summarize and combine material into a meaningful volume;
  8. Work independently on complex energy or similar industrial facility siting projects;
  9. Evaluate general energy or similar industrial facility siting proposals; and Gain and maintain the confidence and cooperation of those contacted during the course of work.
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**ELIGIBLE LIST INFORMATION**

Names of successful competitors will be merged into an established list in order of final scores regardless of dates. Eligibility will expire 12 months after it is established.

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**VETERANS PREFERENCE**

WILL BE GRANTED IN THIS EXAMINATION.

**CAREER CREDITS**

WILL NOT BE GRANTED IN THIS EXAMINATION.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**GENERAL INFORMATION**

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

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Energy Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veterans' Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

**HOW TO APPLY FOR VETERANS' PREFERENCE**

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://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](http://www.cdva.ca.gov).

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

**DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES**

California Relay (Telephone) Service for the Deaf or Hearing Impaired  
From TDD Phones: 1-800-735-2929 – From Voice Phones 1-800-735-2922

TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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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**

### **Planner I (Energy Facility Siting)**

### **Planner II (Energy Facility Siting)**

This Training and Experience Questionnaire is the examination for the classifications of Planner I and Planner II (EFS). Your responses to these examinations will determine whether or not you are placed on the eligible list for either or both classifications. The eligible lists created will be used to hire individuals into the vacant positions.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of questions designed to measure how your training and work experience have provided you with the essential knowledge, skills, and abilities required to successfully perform in the Planner I and Planner II (EFS) classification. Your responses in this questionnaire will be used later as information for follow-up questions during a hiring interview.

The overall assessment consists of the following sections:

#### **Planner I and II (EFS)**

- Analytical Skills
- Communication Skills (*Verbal, Written, Interpersonal*)
- Project Planning & Workload Management

The Training and Experience Questionnaire is the sole component of both the Planner I and Planner II (EFS) examinations. All instructions should be read carefully and understood before completing this examination.

Failure to do so may result in the inability to process your Training and Experience Questionnaire and disqualification from these examinations. 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 a candidate's previous experience, training, and/or education that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of questions that represent qualities important for successful job performance. You will be asked to rate yourself on your experience, training, and education.

### **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 going to be asked to rate yourself based on your previous work experience that you provided on the examination application (Std. 678). 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. 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?**

Keep your application and resume close by to ensure that your responses to the T&E match the information you provided on your exam application and resume. After you have reviewed some of your personal reference materials, you should be in a good position to rate yourself accurately.

- Be honest and truthful. Do not enhance or diminish your accomplishments and experience. As you rate yourself, refer to your examination application and/or resume and refer to them as needed to refresh your memory and assist you in coding your experience related to each question. 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. Candidates' will be asked about T&E responses during the hiring interview. Falsifying your information (i.e., employment history, experience, training etc.) may lead to disciplinary action, removal from the employment list and/or the inability to compete in any future civil service examinations.

**Affirmation Page**

All applicants **must complete and return the entire** Training and Experience Questionnaire(s), Affirmation page(s) and State Application (Std. 678) to be considered for these examinations. The completed Training and Experience Questionnaire(s), Affirmation page(s) and the (Std. 678) 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 will 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 Planner I (EFS) must respond to questions **1 through 32**.  
Candidates for the Planner II (EFS) must respond to questions **1 through 48**.

# PLANNER I AND II (ESF) EXAMINATION

Print Name:  Date:

## CONDITIONS OF EMPLOYMENT

In which of the following field areas would you be willing to accept employment?

- Biological Resources       Land Use Urban Planning  
 Cultural Resources       Project Management  
 Economics

## EMPLOYMENT HISTORY

Please describe your current and most recent work experience as it relates to the Planner I and the Planner II (EFS) classifications. Begin with your most recent position. The *EXPERIENCE CODES* will assist us in identifying where you gained your experience. If you need additional experience codes, you may include additional pages if necessary. *Applicants who do not use the experience codes on the questionnaire will be eliminated from the examination.*

### EXPERIENCE CODE 1

Employer Name:   
Employer Location: City:  State:   
Dates of Employment: From:  To:   
Supervisor:  Telephone Number:

### EXPERIENCE CODE 2

Employer Name:   
Employer Location: City:  State:   
Dates of Employment: From:  To:   
Supervisor:  Telephone Number:



**EXPERIENCE CODE 3**

Employer Name:

Employer Location: City:  State:

Dates of Employment: From:  To:

Supervisor:  Telephone Number:

**EXPERIENCE CODE 4**

Employer Name:

Employer Location: City:  State:

Dates of Employment: From:  To:

Supervisor:  Telephone Number:

**EXPERIENCE CODE 5**

Employer Name:

Employer Location: City:  State:

Dates of Employment: From:  To:

Supervisor:  Telephone Number:

**EXPERIENCE CODE 6**

Employer Name:

Employer Location: City:  State:

Dates of Employment: From:  To:

Supervisor:  Telephone Number:

**The Planner I (EFS)** is the full journeyperson level. Under direction, incumbents independently perform the more responsible, varied, difficult and complex energy facility siting projects; or serve as a team leader on less complex projects or coordinate the efforts of subordinate staff members on larger Siting projects.

**The Planner II (EFS)** can be a working team leader over a group of specialists working on the most complex projects, but most often works independently as a subject-matter expert to formulate and develop solutions to extremely difficult problems. Generally, incumbents in this latter capacity can have strong “leadership” roles and be called upon to coordinate the efforts of other analysts or researchers on energy Facility Siting Projects.

As you go through the Training and Experience questionnaire, remember to use the experience codes from pages 4 and 5 of this Questionnaire to indicate where you performed the activity and/or acquired the task or knowledge, otherwise you will be eliminated from the examination.

## PLANNER I AND PLANNER II (EFS) QUESTIONS

### Task Area 1: Analytical Skills

A candidate working as a Planner I or Planner II must be able to research information while carefully and successfully analyzing data associated with development and infrastructure projects.

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

- 1. Evaluate problems and/or concerns related to development projects and adherence to permit provisions, laws, regulations, policies, industry standards, etc. to determine potential impacts of such issues and recommend appropriate solutions.**

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

- A. I have very little experience performing this task but would be willing to learn.  
 B. I have some experience performing this task but could benefit from some additional training.  
 C. I have performed this task frequently and do not require additional training.  
 D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

- 2. Make decisions with available information using best professional judgment.**

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

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

Experience Code(s): \_\_\_\_\_

- 3. Collect information on laws and regulations from a variety of governmental and/or other sources applicable to a development or infrastructure project.**

Considering your work experience, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.  
 B. I have performed this task occasionally.  
 C. I have performed this task regularly (i.e. weekly).  
 D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**4. Determine if a development or infrastructure project is in compliance with existing laws, ordinances, regulations, and standards.**

Considering your work experience, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally.
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**5. Collect information from a variety of governmental and other sources to determine the environmental impacts of infrastructure project(s).**

Considering your work experience, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally.
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**6. Identify problems and recommend solutions related to environmental implications of project or infrastructure development.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**7. Interpret complex or technical information and materials (such as legislative or regulatory documents, project plans and specifications, or other policies, procedures, manuals, and professional standards).**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**8. Formulate solutions to issues related to work assignments for discussion and/or review with supervisor to determine the best course of action.**

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with assistance.
- D. I have performed this task by myself without assistance.

Experience Code(s): \_\_\_\_\_

**9. Evaluate input from outside interest groups as part of an environmental review process.**

Considering your work experience, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally.
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**10. Perform analysis of project compliance with mitigation required as a condition of approval.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**11. Identify feasible alternatives that would avoid or lessen environmental impacts of a proposed project.**

Considering your work experience, how often have you performed this task?

- A. I have no experience performing this task but would be willing to learn.
- B. I have contributed in this process but have not presented.
- C. I have completed an analysis.
- D. I regularly perform this work.

Experience Code(s): \_\_\_\_\_

**12. Use software (such as Excel) to compile, compute and organize, data and statistics for use in reports and other tracking activities.**

Considering your work experience within the last two years, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally.
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**13. Read and comprehend a variety of reports and correspondence to ensure project compliance with all relevant policies, regulations and ordinances.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**14. Read and comprehend a variety of technical materials, to determine what is applicable and important, to perform an environmental review of a project.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**15. Develop solutions (e.g., mitigation) for impacts of project development that affect the environment.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**16. Determine the feasibility and reasonableness of measures to mitigate significant adverse impacts to the environment from an infrastructure or development projects.**

Considering your work experience, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally.
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**17. Conduct site visits or surveys to collect information in the field for the purpose of analyzing project impacts.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**Task Area 2: Communication Skills (Verbal, Written and Interpersonal)**

The Communication skills section is designed to assess your skill in communicating with others and in developing working relationships by listening to verbal dialogue to foster an open exchange of ideas and provide effective two-way communication. As a Planner I or II candidate, you should be able to present ideas and information effectively orally and in writing. You must be capable of communicating with others and gain and maintain the confidence and cooperation of those contacted during the course of work.

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

**18. Give an oral technical presentation at a public meeting.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**19. Work as part of a group or team to complete work assignments and resolve problems.**

How would you describe your readiness to perform the above task?

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

Experience Code(s): \_\_\_\_\_

**20. As a project team leader based on team discussions, advise management on appropriate resolutions for problems or concerns.**

Considering your work experience within the last two years, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally.
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**21. Provide technical consultation and advice to co-workers, governmental personnel, community groups, members of the public, etc. regarding project development laws and regulations.**

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or coworkers.
- D. I have performed this task by myself without assistance.

Experience Code(s): \_\_\_\_\_

**22. Communicate environmental review process to various stakeholders.**

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

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

Experience Code(s): \_\_\_\_\_



**23. Provide expert witness testimony or present technical information before a governmental body or decision maker(s).**

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

- A. I have no experience performing this task but would be willing to learn.
- B. I have participated in this process but have not presented.
- C. I have performed this task occasionally.
- D. I have performed this task regularly.

Experience Code(s): \_\_\_\_\_

**24. Facilitate meetings (such as with staff, public, and other agencies) to ensure all participants are able to share opinions and information.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**25. Prepare memos, correspondence, and reports.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**26. Prepare written environmental impact analysis on development projects, including recommendations, based on evidence and professional judgment.**

Considering your work experience, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally.
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**27. Draft requests for additional information from project applicants to complete an environmental analysis.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**28. Compose correspondence relating to environmental resources and public and agency concerns via email or word processing.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**29. Present at meetings and hearings, information and procedures, project compliance with laws or regulations, or assess impacts and mitigation.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**30. Coordinate with interested agencies, organizations, and the public to ensure their input into an environmental review process.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

### Task Area 3: Project Planning & Workload Management

This portion of the Planner I and Planner II exam is designed to assess your ability to effectively handle a variety of situations related to dealing with project planning and workload management. The Planner I or Planner II perform the work or lead a team that will plan and organize the work of staff responsible for various phases of the Facility Siting Program. 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 Siting projects and the impact of various 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.

**31. Complete assignments independently with only general direction or minimal supervision.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**32. Develop alternate work plans and strategies for the completion of work assignments in response to changing priorities, problems, or setbacks to allow for their completion by a pre-determined date.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE FOR THE PLANNER I (EFS) CANDIDATES.**

You should have completed questions **1 through 32**. Please submit this document along with any other required documentation per the instructions on page 3.

If you are applying for the Planner II (EFS) or for both levels, please proceed to the next page and complete the remaining questions. At the end of the exam, you should have completed questions **1 through 48**.

## PLANNER II QUESTIONS

Respond to these questions only if you are participating in the Planner II exam.

### Task Area 1: Communication Skills (Verbal, Written and Interpersonal)

The Communication skills section is designed to assess your skill in communicating with others, and in developing working relationships by listening to verbal dialogue, to foster an open exchange of ideas and provide effective two-way communication. As a Planner II candidate, you should be able to present complex ideas and information effectively orally and in writing. You must be capable of communicating with others and gain and maintain the confidence and cooperation of those contacted during the course of work.

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

- 33. Translate complex technical material (such as work procedures, policies, industry practices, legislative or regulatory requirements) into common, everyday language for a variety of audiences (such as co-workers, governmental personnel, developers, members of the public, etc.).**

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

- A. I have very little experience performing this task but would be willing to learn.  
 B. I have some experience performing this task but could benefit from some additional training.  
 C. I have performed this task frequently and do not require additional training.  
 D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

- 34. As a team leader, provide direction to subordinate staff to assure their understanding of the unit's work procedures, work assignments and project tasks.**

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

- A. I have very little experience performing this task but would be willing to learn.  
 B. I have some experience performing this task but could benefit from some additional training.  
 C. I have performed this task frequently and do not require additional training.  
 D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**35. Interact diplomatically with individuals in response to inquiries into procedures, practices and/or regulatory requirements pertaining to infrastructure and development issues.**

How would you describe your readiness to perform the above task?

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

Experience Code(s): \_\_\_\_\_

**36. Lead and provide direction for project or consultant teams on environmental impact assessments or other projects (includes conveying the expectations of upper management).**

How would you describe your readiness to perform the above task?

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

Experience Code(s): \_\_\_\_\_

**37. Read and comprehend a variety of complex technical materials to provide for appropriate application for work assignments.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**38. Prepare complex written technical reports to document environmental impact issues relating to infrastructure and development projects.**

Considering your work experience within the last two years, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally.
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**39. Independently prepare requests for additional information from project applicants to complete environmental analysis.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**40. Read and comprehend internal documents related to office or other agency policies and programs to ensure compliance.**

Considering your work experience, how often have you performed this task?

- A. I have not performed this task, but would be willing to learn.
- B. I have performed this task occasionally (i.e. monthly).
- C. I have performed this task regularly (i.e. weekly).
- D. I have performed this task extensively (i.e. daily).

Experience Code(s): \_\_\_\_\_

**41. Independently prepare assessments of complex and controversial non-compliance issues and recommend corrective action to management (e.g., mitigation, penalty).**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**42. Edit the written work of others to ensure accuracy, clarity, relevance and consistency.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

## Task Area 2: Project Planning & Workload Management

This portion of the Planner II exam is designed to assess your ability to effectively handle a variety of situations related to dealing with project planning and workload management. The Planner II performs the work or leads a team that will plan and organize the work of staff responsible for various phases of the Facility Siting Program. 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 Siting projects and the impact of various 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.

**43. Assist with managing projects ensuring that end products (such as reports) are delivered on schedule.**

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

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

Experience Code(s): \_\_\_\_\_

**44. Assist with developing and modifying workplans for the completion of work assignments in response to changing priorities, problems, or setbacks to allow for their completion by a pre-determined date.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**45. Assist with evaluating qualifications and work plans from consultants for specialized environmental services.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**46. Assist with oversight of the work of consultants in specialized environmental services.**

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

- A. I have very little experience performing this task but would be willing to learn.
- B. I have some experience performing this task but could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Experience Code(s): \_\_\_\_\_

**47. Monitor project compliance with license or permit conditions of approval both through review of plans or other written documents and on-site inspection.**

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

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

Experience Code(s): \_\_\_\_\_

**48. Develop plans for the completion of work assignments that involve a project team.**

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

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

Experience Code(s): \_\_\_\_\_

**THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE FOR THE PLANNER II (EFS) EXAMINATION.**

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