



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Associate Governmental Program Analyst

*(will consider a Staff Services Analyst)*

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** Associate Governmental Program Analyst \$4,600.00 - \$5,758.00

Staff Services Analyst Range A \$2,945.00 - \$3,690.00

Range B \$3,189.00 - \$3,992.00

Range C \$3,824.00 - \$4,788.00

**LOCATION:** Public Adviser's Office

**FINAL FILING DATE:** November 14, 2016

*\*If you have previously applied for this position, there is no need to re-apply.*

**DUTIES/RESPONSIBILITIES:**

- Under the general direction of the Public Adviser, the incumbent will work to improve the public's awareness and participation in the programs and activities of the Commission. The Public Adviser advises the public on how to participate fully and advises the Commission on the measures it should employ to assure open consideration.
- The incumbent will assist the Public Adviser in the implementation of AB 865 and the diversity initiatives of the Commission, which may include monitoring, directing, and/or responding to inquiries from the public, planning and facilitating related activities, and researching and evaluating activities and programs for improving public participation.
- The incumbent will identify interested and affected public for diversity initiatives and funding opportunity events at the Commission, and recommends to the Public Adviser opportunities to improve public participation including, creating/expanding mailing lists for various activities and programs at the Commission. Professionally responds and assists with public inquiries by communicating complicated information in a simple, consumer-friendly manner. Effectively organize and manage an assigned project and program activities associated with Commission funding opportunities. Researches, analyzes, and makes recommendations to the Public Adviser about developing public participation policy, the role of public participation in developing Energy Commission funding program outreach, and the appropriate tools that may be employed to maximize public outreach and involvement. Researches and evaluates the Commission's public outreach and engagement activities. Write status reports for the Commissioners. As directed by the Public Adviser plans or attends workshops and other meetings to ensure that full and adequate participation by members of the public is secured. Answer questions and gives public (PowerPoint) presentations to represent the Public Adviser's Office to the public at large. Reviews docketed materials and information from other agencies, and identifies issues, which may have impact on, or be of interest to, the public at large for Public Adviser's action. Understands and properly refers public participation issues under the American with Disabilities Act (ADA). **(cont'd.)**

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(cont'd.)

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. **(Cont'd.)**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA #130-188  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
Phone: 916-654-4305

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

[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)