

California Energy Commission



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Energy Commission Specialist III (Efficiency)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$5,831 – \$7,253

LOCATION: Efficiency Division
Appliances and Existing Buildings Office, Sacramento, CA

FINAL FILING DATE: Until Filled

Are you interested in being part of an innovative team at the forefront of developing and implementing appliance efficiency compliance policies? Do you want to work on implementing model programs emulated around the globe that deal with the greatest energy, environmental and economic issues of our time? Are you ready to make a difference in the world? Then this may be just the job for you!

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES:

- Serve as the Commission's policy specialist and primary liaison for the various existing buildings programs. Plan, organize, and direct the existing buildings program process, including pre-rulemaking and rulemaking processes consistent with the requirements of the Administrative Procedure Act. Lead and direct technical and program staff in analyzing complex, sensitive issues associated with the existing buildings programs. Summarize existing building issues, and present recommended actions to address them to division management, Executive Office and Commissioners. Manage and direct the development of work products resulting from recommendations by division management.
- Act as a policy and program subject matter expert to engage and work with stakeholders, including industry advocacy groups, and government agencies (federal, state, regional and local levels), to ensure their effective participation in the development of complete, thorough, and consistent standards and policies.
- As the policy consultant and in consultation with expert staff, division management, the Executive Office, Commissioners and legislative advisors, coordinate and develop policy and legislative recommendations. Direct technical and program staff in the development of policy and legislative recommendations related to existing buildings programs.

- As policy expert for the Existing Buildings Unit, prepare and testify at Commission workshops and hearings or on behalf of the Commission before legislative bodies, governmental entities, and agencies on existing buildings issues.
- As policy expert for the Existing Buildings Unit, advise the Governor's Office, Commissioners, executive management staff, legislative bodies, and governmental entities regarding policies, programs and technical issues.
- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects
- Strong written and verbal communication skills

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #410-416 and Position #4100-4937-002 the explanation section of the STD. 678.**

PLEASE NOTE: *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

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

Personnel Services, RPA# 410-416
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 654-4309
personnelservices@energy.ca.gov

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