

# California Energy Commission



**CLASSIFICATION:** Energy Commission Specialist I (TED)  
**TENURE:** Permanent  
**TIME BASE:** Full Time  
**SALARY:** \$5,488.00 - \$6,820.00  
**LOCATION:** Renewable Energy Division  
 Sacramento, CA  
**FINAL FILING DATE:** **Until Filled**

**ABOUT THE DIVISION:**

Established in 1974, the California Energy Commission is the state's primary energy policy and planning agency. Located in vibrant downtown Sacramento, within walking distance from light-rail, the state Capitol, and other amenities, the California Energy Commission is advancing many of the state's cutting edge energy and climate programs and policies. The Renewable Energy Division at the California Energy Commission is committed to expanding the use of renewable energy in California in a way that maximizes the economic, environmental, and grid-reliability benefits to all Californians.

**DUTIES/RESPONSIBILITIES:**

The California Energy Commission's Renewable Energy Division is looking for a dynamic, highly motivated individual who is passionate about making a difference in the lives of Californians by implementing and promoting renewable energy policies and activities. Under the direction of the Energy Resources Specialist III (S), the Energy Commission Specialist I (TED) will perform more complex, sensitive, and responsible work, which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level. The incumbent will serve on a team of staff responsible for the certification of renewable energy generation facilities in the California Renewables Portfolio Standard (RPS). The incumbent will conduct certification of facilities specializing in the most complex facility and technology types. The incumbent will be the primary staff person implementing the annual reporting requirements of the Power Source Disclosure (PSD) Program. The incumbent will also contribute to revisions and updates to the *RPS Eligibility Guidebook* as well as the design development and testing of certification functionality in the RPS Online System. The Specialist I will perform in a team environment and will collaborate with a team of staff, renewable energy industry stakeholders, the public, other state/local agencies, and industry/trade organizations and associations.

The incumbent must display an understanding of California's renewable energy laws, regulations, and policies as well as the role of the energy sector in achieving California's greenhouse gas emissions reduction goals. The incumbent is expected to develop a thorough knowledge of the history and current requirements of the RPS Program, renewable and non-renewable energy resources procured by load serving entities in California, electricity markets, and Renewables Portfolio Standard (RPS) Program definitions and requirements. The incumbent is also expected to develop a thorough knowledge of the history and current requirements of the PSD Program.

### **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

The successful applicant should have:

- Knowledge of renewable energy technologies
- Excellent attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to work independently and in a team environment
- Excellent interpersonal and leadership skills
- Ability to effectively write and edit technical documents
- Ability to relay complicated information in a simple, consumer-friendly manner
- Ability to apply strategic planning principles
- Proven ability to lead project teams

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. Please include a one-page cover letter describing how you can contribute in this position. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #520-173 and Position #5200-4184-006 in the "Explanation Section" of the STD. 678.**

**Please Note:** *Possession of the minimum qualifications will be verified prior to the 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.*

### **SUBMIT APPLICATIONS TO:**

California Energy Commission  
Attn: RPA 520-173  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814

View full Duty Statements:  
<http://www.energy.ca.gov/careers/jobs.html>

*For additional questions regarding this recruitment, you may contact (916) 653-4521 or email [personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov).*

**California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922**