



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: ENERGY ANALYST

**TENURE: LIMITED TERM – 12 MONTHS
(MAYBE BE EXTENDED/MAY BECOME PERMANENT)**

TIME BASE: FULL-TIME

**SALARY: Range A \$3,199.00 - \$3,917.00
Range B \$3,464.00 - \$4,279.00
Range C \$4,154.00 - \$5,146.00**

LOCATION: SACRAMENTO, CA

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES:

Under the supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the programs of the Energy Research and Development Division (ERDD). The goal of the ERDD program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent will assist in developing, implementing and administering public interest energy research RD&D for the natural gas (NG) Infrastructure Safety and Integrity Research Program. The incumbent assists with analyses of average difficulty and perform responsible and varied work to support NG RD&D funding in the areas of NG pipeline and storage safety and integrity; supports program planning; manages NG RD&D projects; prepares and communicates research results/benefits; and consults with experts in the field.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

- The incumbent will assist in the preparation of public workshops for: competitive solicitations, to highlight the research program, and to seek public input on research direction and gaps. The incumbent will review research proposals for competitive processes, and prepare work statements, budgets, schedules, special conditions, and measurable technical and economic objectives that will be used to determine project benefits. The incumbent will establish and maintain a business relationship with the contractor; provide advice in establishing a technical advisory committee, make recommendations on contract amendments; receive and review contractor's monthly progress reports, assist in problem resolution, and prepare project evaluations. The incumbent will verify that all contract terms and conditions are met before approving invoices (and, if necessary, assist the contract's officer dispute a particular invoice); assist in the conduct of reviews of the work conducted by the contractor; and make site inspections at least twice a year. The incumbent will assist in briefing Office, Division, and Commission management on the status of projects. (Cont'd.)

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(Cont'd.)

- **Program Planning.** As member of a team, the incumbent will assist in performing analyses relating to NG RD&D to be used in developing program and policy recommendations for consideration by Office and Energy Commission management, and Commissioners. The incumbent will assist in the preparation of NG RD&D workshops to scope research topics, develop research roadmaps, and for other planning purposes. The incumbent will assist in briefing Office, Division, and Commission management on the status of a variety of energy technology development topics.
- **Technology and Information Transfer.** As member of a team, the incumbent will assist in performing analyses to assess the results and benefits of NG infrastructure safety and integrity research. The incumbent will also assist in communicating program and policy recommendations for consideration by Office and Division management, and Commissioners. The incumbent will assist in briefing Office, Division, and Commission management on the status of a variety of energy technology development topics.
- **Research Results Dissemination.** Assists in the finalization of project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring information that provides significant public benefits to California and meets the state's energy policies and goals.
- **Public Information.** The incumbent will respond to requests for assistance and information from project proponents and others interested in policy, programs and technologies relating to energy research, development and demonstration in general and the R&D Program in particular.
- **Other Duties.** 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.

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.

Prior to appointment to an Energy Analyst classification, applicants will be required to pass an energy-related written technical assessment test.

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

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #330-070
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

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

personnelservices@energy.ca.gov