



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: ENERGY COMMISSION SPECIALIST I (TED)

TENURE: PERMANENT

TIME BASE: FULL-TIME

SALARY: \$5,227.00 - \$6,495.00

LOCATION: SACRAMENTO, CA

FINAL FILING DATE: April 24, 2017

DUTIES/RESPONSIBILITIES

Under the direction and supervision of the Energy Resources Specialist III (Supervisory) and the Team Lead (Senior Electric Engineer) for the Energy Systems Technology Integration team, the incumbent serves as part of an interdisciplinary and/or interdivisional team to plan and implement the Research and Development (R&D) Program. The goal of the R&D 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 is knowledgeable of advanced energy technologies and the relationship to competitive energy markets; performs responsible, varied, complex and difficult analyses to support energy RD&D that provides ratepayer benefits; manages RD&D projects; 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, 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.

- **Project Management.** Based upon approved investment plans and roadmaps, stakeholder feedback, the incumbent implements R&D solicitations related to the integration of advance grid technologies and systems such as energy storage, electric vehicles and microgrids. The incumbent analyzes the implications, both policy and physical, of interconnected distributed energy resources at the distribution and transmission levels, and has knowledge of various distributed energy resources such as energy storage, electric vehicle grid technologies, and microgrid systems. The incumbent will assist in implementing a research vision that coordinates technology development with California's energy policy goals. The incumbent analyzes issues associated with energy technology development and use and manages a variety of energy RD&D projects. The incumbent also develops the information necessary to assess project performance, prepare summary reports, develop presentations and report on ratepayer benefits.

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- Contract Management and Administration. The incumbent prepares the work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews monthly progress reports and prepares an evaluation of the project; verifies that all contract terms and conditions are met before approving the invoices (if necessary, dispute a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and commission management on the status of the project.
- Solicitation Management and Administration. The incumbent reviews proposals to determine how well the project addresses the scope of the solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives; the skill and experience of the project team to carry out the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent prepares written findings of such evaluations for use by a technical scoring committee
- Presentations and Public Outreach. Consult with stakeholders, including research organizations, government and utility representatives, private developers, and technical experts to identify RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the R&D Program.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- One year of experience in the performing technology evaluation and development duties in areas related to energy technologies, energy research, and development and demonstration projects.
- Three to five years of experience in performing complex technical and technology evaluation and development duties in areas related to research, development and demonstration projects.
- Experience in analysis of economic, environmental and public health impacts for energy-related technologies.
- 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.

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

SUBMIT APPLICATIONS TO:

California Energy Commission
Personnel Services Office
Attn: RPA #330-356
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