



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: ENERGY RESOURCES SPECIALIST III (SUPERVISORY)

TENURE: PERMANENT

TIME BASE: FULL-TIME

SALARY: \$7,451.00 - \$9,259.00

**LOCATION: ENERGY SYSTEMS RESEARCH OFFICE
ENERGY RESEARCH AND DEVELOPMENT DIVISION**

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES:

Under the general direction of the Energy Resources Specialist III (Managerial) (ERS Manager) for the Energy Systems Research Office, the Energy Resources Specialist III (Supervisory) (ERS Supervisor) is the first-level supervisor and performs a variety of supervisory, program evaluation and planning and policy analysis and formulation. The ERS Supervisor will supervise the Smart Grid Technologies team, which comprises of engineers and scientists. The goal of the R&D program is to conduct research, development and demonstration (RD&D) to advance electricity-related science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable in advanced energy technologies and/or competitive energy markets; participates in R&D program planning and implementation; supervises and provides leadership to interdisciplinary staff that performs responsible, varied and complex technology, economic, and/or market analyses to support energy RD&D that provides ratepayer 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 conduct project site visits and 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 or 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.

- Plans, directs, oversees, and coordinates a staff of technical and scientific specialists in their analyses and evaluation of smart-grid technologies and energy policies/planning. Independently analyzes and advises Commission management on the most complex energy research and development issues including legislation, ordinances or regulations; new policies being proposed by the Commission or other agencies; and implications of energy research and development proposals. Ensures that technical and policy documents prepared by staff and outside consultants are: coordinated and integrated with other technical disciplines; consistent with Division and Commission policies and objectives; technically adequate and accurate, and appropriate for the intended audience. Ensures a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all products originating with staff in the unit and ensure timely completion of staff assignments.

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- Consults with the ERS Manager, Division management, program-level leads, and Commissioners to plan the overall goals and objectives; define workload requirements, schedules, and resource needs; and determine assignments and identify specific staff.
- Prepares, reviews and approves probation reports and annual performance appraisals; communicates with staff through routine meetings; interviews and hires staff; reviews and approves promotions and other significant personnel actions; prepares and reports on budgets and workplans; implements mechanisms to meet workplan objectives and maintain quality control of program products; and prepares reports and meets with the ERS Manager as often as necessary to review the status of the section and resolve issues, and makes recommendations to the ERS Manager, Division management, Executive Office, and Commission Policy Committees.
- Consults with stakeholders, including representatives from government RD&D organizations and utilities 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 RD&D program. Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission and other agencies.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of principles and methods of personnel management and training.
- Ability to plan, direct and coordinate the work of a multidisciplinary staff of engineers, scientists, economists, energy specialist and other assistants.

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.

Training & Development Assignments may be considered.

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

SUBMIT APPLICATIONS TO:

California Energy Commission
 Personnel Services Office
 Attn: RPA #330-425
 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

JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL]. When the Commission is in a hiring freeze, all JOBs must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

CLASSIFICATION [REQUIRED]. Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

TENURE [REQUIRED]. Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL]. When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

TIME BASE [REQUIRED]. Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

Will consider appointments less than full time [OPTIONAL]. If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

SALARY [REQUIRED]. Provide the salary range. Provide each range if there is more than one.

LOCATION [REQUIRED]. Provide only the office name and/or division name, and Sacramento, California.

FINAL FILING DATE [REQUIRED]. Leave blank. The final filing date will be determined by the Personnel Analyst.

DUTIES/RESPONSIBILITIES [REQUIRED]. Briefly describe the primary duties of the position (from the duty statement).

DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED]. Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

WHO MAY APPLY [REQUIRED]. Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test] [OPTIONAL]. All Energy Analyst JOBs must include this statement.

Training & Development Assignments may be considered [OPTIONAL]. If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

Miscellaneous statements here [OPTIONAL]. Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED]. Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.