



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** ASSOCIATE ENERGY SPECIALIST (TED) (2 POSITIONS)  
*(Will consider an Energy Analyst)*

**TENURE:** PERMANENT

**TIME BASE:** FULL TIME

**SALARY:** ASSOCIATE ENERGY SPECIALIST I (TED) \$4,997 - \$6,210  
ENERGY ANALYST RANGE A: \$3,199 - \$3,917  
RANGE B: \$3,464 - \$4,279  
RANGE C: \$4,154 - \$5,146

**LOCATION:** ENERGY DEPLOYMENT AND MARKET FACILITATION OFFICE  
ENERGY RESEARCH AND DEVELOPMENT DIVISION  
SACRAMENTO, CA

**FINAL FILING DATE:** UNTIL FILLED

**DUTIES/RESPONSIBILITIES:** Under the direction and supervision of the Energy Commission Supervisor II (TED), in the Energy Deployment and Market Facilitation Office, the incumbent serves as a member of an interdisciplinary team to plan, develop, implement and administer the State's food processing program. This program is funded by the Greenhouse Gas Reduction Fund (GGRF) per Assembly Bill 109 (Budget Act of 2017). The incumbent independently performs responsible, varied and complex technical and analytical tasks in support of the food processing program.

**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, 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.

**DUTIES AND RESPONSIBILITIES:**

- Project Management. The incumbent will perform a variety of complex tasks in the management of all phases of a food processing project. Responsibilities include, but are not limited to collaborating in the development of: a) program guidelines and other documents required to obtain the GGRF funds; b) program applications and solicitation materials; c) quantification methodologies and site verification for determining energy savings, greenhouse gas reductions and other benefits associated with funded technologies; d) public outreach and work shop materials, including maintaining websites; e) prepare/review program applications work statements, budgets, schedules, and other materials necessary to finalize the funding agreement; f) identify measurable technical and economic objectives to be used to determine project success; g) maintain business relationships with the contractor, Energy Commission staff and others associated with the agreement; h) initiate and approve agreement amendments; i) review contractor's progress reports and prepare evaluations of the project;

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j) review and approve invoices and track expenditures; k) conduct independent and in-depth technical reviews of the work conducted by the contractor; l) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; m) provide presentations to office, division, and Commission management on the status of the project or on requesting funding for projects at a Commission business meeting; n) prepare monthly, annual reporting to the California Air Resources Board concerning the funded project

- **Solicitation Management.** As a member of a team, perform duties in the development and management of food processing program solicitations. Responsibilities include: a) develop program and funding strategies and specific technologies to be implemented in the near, mid and long term; b) identification of food processing industry barriers that the program hopes to overcome; c) oversee the administration of solicitation activities including developing and writing solicitation documents; d) assist in conducting bidders' conferences and responding to questions, e) review and evaluate proposals, lead the score team in completing proposal evaluations and scoring; f) prepare the notice of proposed awards, and g) conduct debriefings with unsuccessful bidders.
- **Complex Analysis.** Activities will include independent research to identify and evaluate future technologies for the food processing sector for near, mid and long term implementation to achieve the State's greenhouse gas reduction and energy saving goals; research to identify industry needs and research gaps; collecting and analyzing complex and technical project information from existing projects and determining future improvements needed to ensure uptake of technologies by the food processing sector; analyzing and calculating energy savings and cost savings, greenhouse gas reductions and other project benefits; and prepare technical reports, annual reports, budget plans, case studies, spreadsheets and databases. The incumbent may perform analyses related to the technical and economic evaluation of technologies and present results to counterparts at other state agencies, Energy Commission staff, utilities, the food processing industry and other interested parties.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Ability to communicate effectively and be able to relay complicated information in a simple, consumer-friendly manner
- Excellent interpersonal and team leadership skills
- Ability to work with other offices within the Division and other Divisions within the Commission on interdisciplinary projects
- Ability to effectively write and edit technical program information

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification 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.

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. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #350-203/207 and Position #535-350-4056-933/934 in the "Explanation Section" of the STD 678.** A separate application is required for each position. **(Cont'd)**

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Resumes are welcomed but do not take the place of the completed State Application STD 678. Will consider a Training and Development (T&D) Assignment. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

***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.*

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 #350-203/207  
1516 9<sup>th</sup> 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  
[personnelervices@energy.ca.gov](mailto:personnelervices@energy.ca.gov)