



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: ENERGY RESOURCES SPECIALIST III (SUPERVISOR)

TENURE: PERMANENT

TIME BASE: FULL TIME

SALARY: \$7,600.00 - \$9,444.00

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

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES:

Under the general direction of the Energy Resources Specialist III (Managerial) (ERS Manager) for the Energy Deployment and Market Facilitation Office, the Energy Resources Specialist III (Supervisor) (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 Research Analysis/Food Processing unit which is comprised of scientists and professional staff. The incumbent is knowledgeable in the principals of the Division's diverse research, development and demonstration (RD&D) program, energy policy, contracting procedures, budget and database management, and inter-team management skills. Incumbent supervises and provides leadership to interdisciplinary staff that performs complex science, technology, economic and/or market analyses to support electricity RD&D research energy; participating in the development of the annual report to the California Public Utilities Commission (CPUC); participating in scoping workshops for the development of the EPIC Investment Plan(s); and participating in CPUC EPIC proceedings. 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. The candidate must work well with people inside and outside the Energy Commission and members of the general public; perform well under the pressure of deadlines; exercise good listening and communication skills; and prepare quality reports for expert and layperson readers. The candidate will be required to provide oral and written presentations. The candidate must be able to evaluate daily workload and prioritize work including the work of team members and contractors. Travel is required to attend workshops, hearings and meetings and may consume 5% to 10% of the candidate's time. 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 and/or in a team environment, using a personal computer and appropriate

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Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- Plans, directs, oversees and coordinates a staff of scientific specialists and professional staff in their analyses and evaluation of RD&D projects 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.
- Consult with the program-level leads, ERS Manager, Division Management, and Commissioners to plan the overall goals and objectives; define workload requirements, schedules, and resource needs; and determine assignments and identify specific staff.
- Consult 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.
- Other duties as required consistent with the specifications of this classification.

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 #350-418 and Position #535-350-4813-xxx in the "Explanation Section" of the STD 678. A separate application is required for each position. 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. **(Cont'd)**

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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.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #350-418
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
personnel@energy.ca.gov