



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Associate Energy Specialist (EFF) <i>Will Consider Energy Analyst</i>
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$4,997.00 - \$6,210.00
LOCATION:	Efficiency Division, Existing Buildings and Compliance Office
FINAL FILING DATE:	Until Filled

Established in 1974, the California Energy Commission is the state's primary energy policy and planning agency. Located in vibrant downtown Sacramento, within walking distance from Light Rail, the state Capitol, and other amenities, the California Energy Commission is advancing many of the state's cutting edge energy and climate programs and policies.

The Existing Buildings and Compliance Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES:

- As part of a team, develop, implement, and enforce a responsible contractor policy to ensure that retrofits meet high-quality performance standards and reduce energy savings lost or foregone due to poor-quality workmanship. Conduct complex and sensitive research and analysis for the purposes of developing, implementing, and enforcing a responsible contractor policy that will increase compliance with the Energy Standards. Identify barriers to implementing and enforcing a responsible contractor policy and make recommendations to overcome those barriers. As part of a team, develop, implement, and enforce consumer protection guidelines for energy efficiency products and services. In addition, as part of a team, conduct research and analysis to increase compliance with, and enforcement of, the Energy Standards. Identify the barriers to compliance and make recommendations to overcome those barriers resulting in increased compliance with the Energy Standards that can be quantified and reported.
- As contract manager or project manager, responsibilities will include the preparation of solicitation or work authorization documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work to contractors, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.
- As part of a team, facilitate stakeholder engagement for the purposes of investigating, identifying and evaluating compliance with the Energy Standards, and developing, implementing, and enforcing a responsible contractor policy. Coordinating and collaborating with other subject matter experts at state and national agencies including the CSLB, the U.S. Department of Energy, national energy laboratories, other states, private sector experts and innovators, and other stakeholder groups. Collaborating with building departments and other stakeholders throughout California to understand the barriers that they face with enforcement of the Energy Standards and to help them overcome those barriers through ongoing technical assistance efforts.



JOB OPPORTUNITY BULLETIN

- Respond to requests for technical assistance and information from project proponents and others interested in energy policy, programs, and technologies.
- Represent the Energy Commission by attending workshops, hearings, and conferences on issues associated with the Energy Standards and its related programs. Present oral testimony and make presentations before the Commission, other government agencies, industry organizations, and other public forums. Occasional travel may be necessary to perform these duties.
- Review reports and process administrative documents for Energy Commission Business Meetings; organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions. Occasional travel may be required to perform this task.
- Perform 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 #420-161 and Position #535-420-4938-049 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. **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.*

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

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #420-161
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