



# JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	Mechanical Engineer
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	A \$5,098.00 - \$6,078.00 B \$5,837.00 - \$7,303.00 C \$6,751.00 - \$8,447.00 D \$7,631.00 - \$9,548.00
<b>LOCATION:</b>	Efficiency Division, Existing Buildings and Compliance Office
<b>FINAL FILING DATE:</b>	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:

- 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. Develop, implement, and enforce consumer protection guidelines for energy efficiency products and services. Provide engineering analysis and technical support, including planning, organizing, and conducting engineering analyses, compliance studies, and policy recommendations related to compliance and enforcement of the Building Energy Efficiency Standards (Energy Standards).
- Perform engineering research work to support the development of energy analysis in the area of buildings: including the building envelope (wall and roof assemblies), package HVAC systems, lighting, integration of systems in buildings, development of Standards and compliance manual information for building systems and water heating.
- Prepare technical responses to difficult correspondence and phone inquiries about building designs, drawings and specifications from building officials and the building industry requesting assistance in checking building plans. Respond to requests for technical engineering assistance and information from the public, governmental agencies, utilities, and other organizations interested in energy efficiency policy, programs, and technologies.
- Serve as a technical resource person and provide professional engineering advice and prepare and present expert witness testimony on complex residential and nonresidential building design questions and manage complex engineering contracts to develop building designs and specifications.
- As contract manager, responsibilities will include preparation of RFP's, conduct bidders' conferences, bidder evaluation and selection, negotiation of work statements, deliverables,



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financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.

- 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 present conclusions and recommendations before the Commission, other government agencies, industry organizations, stakeholders, and other public forums. Review reports and process administrative documents for Energy Commission Business Meetings, organize. Occasional travel may occur to perform these duties.
- 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 #420-167 and Position #535-420-3583-022 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 #420-167  
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