



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Energy Resources Specialist III (Supervisory)  
*Will Consider a Training and Development (T&D) Assignment*

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$7,451.00 – \$9,259.00

**LOCATION:** Efficiency Division, Local Assistance and Financing Office

**FINAL FILING DATE:** Until Filled

The California Energy Commission's Local Assistance and Financing 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.

Be a part of a team who is key to California's strategy to address climate change. If you have excellent interpersonal, organizational, as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street.

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

**DUTIES/RESPONSIBILITIES:**

- Plan, organize and direct the work of staff engaged in the collection, storage, use, and dissemination of energy data. Plan, organize, and direct in-house staff and contractors engaged in defining business requirements for databases, software applications, interfaces, and associated technology, and manage in-house staff and contractors developing and implementing that technology. Oversee analyses of energy data, including, but not limited to, statistical, econometric, and technical analyses. Coordinate and communicate with in-house staff and consultants serving the data analytical needs of the Efficiency Division, and the data analytical needs of other Divisions within the Energy Commission.
- Provide supervision for all staff within the unit including: individual motivation, performance review, career development, personnel actions, and training. Communicate with management, the Executive Office, and Commissioners, project status and updates. Assist in securing contracts to build a data lake. Prepare work plans, BCPs, and plan strategically to expand the data lake to accommodate all of the Energy Commission's needs.
- Coordinate the preparation of data governance rules and procedures (including consideration of confidentiality and privacy issues), data dictionaries, schema, and other data parameters. Coordinate such activities across office and division lines to assure consistency of approach.



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- Assist the Energy Resources Specialist III (Managerial) with management responsibilities within the office, including recruitment, administrative and management coordination.
- Represent the Energy Commission before utilities, legislators, other federal, state, and local government agencies; the public; and industry organizations affected by data collection, storage, use, and governance related to energy data.
- 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

**PLEASE NOTE:** Possession of minimum qualifications will be verified prior to 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.

**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 address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reemployment, reinstatement, etc.), RPA #440-324 and position number 440-4813-001 in the "Explanation Section" of the STD. 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

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

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA #440-324  
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