



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Resource Specialist III (Supervisory)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$7,600.00 - \$9,444.00
LOCATION:	Efficiency Division, Standards 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 Standards 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:

- Plan, organize, and direct the work of a multidisciplinary staff engaged in technical analysis, evaluation of compliance with the Energy Standards, development and implementation of plans and efforts to increase compliance with the Energy Standards, and enforcement. This work includes, but is not limited to, the following. Plan, organize, and direct the staff work related to these efforts: (1) 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, as provided by Senate Bill 350 (2015). (2) Develop, implement, and enforce consumer protection guidelines for energy efficiency products and services, per Senate Bill 350. (3) Facilitate stakeholder engagement for the purposes of investigating, identifying, and evaluating compliance with the Energy Standards and performing the above tasks.
- Provide supervision for all staff within the unit including: individual motivation, performance review, career development, personnel actions, and training.
- Represent the Energy Commission before utilities, legislators, other federal, state, and local government agencies; the public; and industry organizations affected by efficiency programs.
- Assist the Energy Resources Specialist III (Managerial) with management responsibilities within the office, including recruitment, administrative and management coordination.



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- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Highly developed written and oral communication skills.
- Ability to train and supervise staff in their production of timely quality work products.
- Ability to promote staff development.
- Proven ability to direct, motivate and earn the respect of staff.
- Ability to adjust programs and schedules to accommodate needed changes.
- Experience as a motivated self-starter.

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 be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #450-386 and Position #535-450-4813-001 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.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #450-386
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