

California Energy Commission



CLASSIFICATION: Energy Commission Specialist II (TED)
TENURE: Permanent
TIME BASE: Full Time
SALARY: \$6,028.00 - \$7,491.00
LOCATION: Renewable Energy Division
Sacramento, CA

FINAL FILING DATE: Until Filled

ABOUT THE DIVISION:

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 Renewable Energy Division at the California Energy Commission is committed to expanding the use of renewable energy in California in a way that maximizes the economic, environmental, and grid-reliability benefits to all Californians.

DUTIES/RESPONSIBILITIES:

The Energy Commission Specialist II (TED) is under the direct supervision of the Energy Resources Specialist III (S) in the Renewable Energy Division. The ECSII position is characterized by incumbents independently performing the most complex, sensitive and responsible work which requires, on a regular basis, a high level of knowledge, skill and ability. The incumbent will be the lead staff and technical specialist responsible for technical, policy and fiscal/administrative work in distributed energy generation programs in the Renewable Energy Division. Duties include implementation of legislation and policy to support the growth of renewable energy technologies in the marketplace. The incumbent will act as the program lead for the New Solar Homes Partnership (NSHP) and support other renewable energy related program activities.

As lead program staff, the incumbent will:

- Perform complex detailed evaluations of NSHP program activities to ensure effectiveness in meeting program goals.
- Develop policy recommendations for the future of the program.
- Prepare recommendations and reports for management, commissioners, executive office, and other decision makers.
- Oversee day-to-day staff work for the NSHP program.
- Conduct public workshops and outreach activities.
- Coordinate revisions and updates to the NSHP Guidebook.
- Provide input as needed on other renewable related programs.

- Establish and manage complex tracking systems to maintain oversight of staff activities, fiscal impacts, and administrative tasks.
- Lead independent evaluations of the distribution of funds and related program outcomes from the NSHP program.
- Ensure coordination with other Renewable Energy Division and Commission staff, industry and public stakeholders, and other government entities.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of renewable energy technologies
- Ability to coordinate the complex technical work of others
- Excellent attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to work independently and in a team environment
- Excellent interpersonal and leadership skills
- Ability to effectively write and edit technical documents
- Ability to relay complicated information in a simple, consumer-friendly manner
- Ability to apply strategic planning principles

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class 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 in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, a resume, and a cover letter, 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 #550-139 and Position #535-550-4185-006 in the “Explanation Section” of the STD. 678.**

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:

California Energy Commission
 Attn: (RPA 550-139)
 1516 9th Street, MS-3
 Sacramento, CA 95814

View full Duty Statements:
<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 653-4521 or email personnel@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person. For more information about the above program and other programs at the California Energy Commission, visit our website at www.energy.ca.gov.