

# California Energy Commission



## JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	Energy Analyst
<b>TENURE/TIME BASE:</b>	Permanent
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	Range A: \$3,199 - \$3,917 Range B: \$3,464 - \$4,279 Range C: \$4,154 - \$5,146
<b>LOCATION:</b>	Renewable Energy Division Sacramento, CA
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

### **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 California Energy Commission's Renewable Energy Division is looking for a dynamic, highly motivated Energy Analyst who is passionate about making a difference in the lives of Californians by implementing and promoting renewable energy policies and activities. Under the supervision of the Energy Resources Specialist III (S) in the Renewable Energy Division, the Energy Analyst will perform work of average difficulty in the field of renewable resources. The incumbent will serve as part of a team and will support activities of the Energy Commission's renewable energy programs such as the New Solar Homes Partnership (NSHP), the Renewable Energy for Agriculture Program (REAP), Senate Bill 1 equipment listings, and other activities supporting renewable energy programs.

Specific tasks will include, but are not limited to:

- Processing and verifying documentation submitted for participation in incentive and grant programs are accurate and complete;
- Reviewing technical documentation and completing data collection and analysis;
- Communicating with stakeholders, including members of the public, representatives from industry, trade organizations and associations, builders and contractors;
- Coordinating activities with other state and local agencies working on renewable energy programs;
- Contributing to and independently completing reports, briefings, memos, letters, and other documents related to distributed generation and renewable energy programs, with the support of program leads and management;
- Contributing in the development and dissemination of education and outreach materials including presentation materials; and
- Responding to requests for assistance and information from project proponents and others interested in energy policy and renewable technologies.

## **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

The successful applicant should have the following knowledge and abilities:

- Knowledge of renewable energy technologies
- Knowledge of electricity generation technologies and facilities
- Ability to review and analyze technical documents
- Ability to analyze complex situations and make recommendations for effective action
- Excellent attention to detail
- Ability to work independently and in a team environment
- Ability to communicate effectively both orally and in writing
- Ability to relay complicated information in a simple, consumer-friendly manner

**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, to the contact/address listed below. Please include a cover letter of no more than one-page in length with your application. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #550-405 and Position #5500-5837-058 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 550-405)  
1516 9<sup>th</sup> 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](mailto:personnel@energy.ca.gov).***

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