

# California Energy Commission



**CLASSIFICATION:** Associate Energy Specialist (TED)  
(Will consider Energy Analyst  
(up to 2 positions available))

**TENURE/TIME BASE:** Permanent/Full-time

**SALARY:** Associate Energy Specialist: \$4,997 - \$6,210

Energy Analyst: Range A: \$3,199 - \$3,917  
Range B: \$3,464 - \$4,279  
Range C: \$4,154 - \$5,146

**LOCATION:** Advanced Vehicle Technologies Office  
Fuels and Transportation Division  
Sacramento, CA

**FINAL FILING DATE:** Until Filled

Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission, a special funded agency, is seeking exceptional people to build upon California’s transportation energy and energy efficiency successes, and shaping our energy future.

**DUTIES AND RESPONSIBILITIES:** Under the general supervision of the Energy Resources Specialist III (Supervisory), the Associate Energy Specialist will perform a variety of technical and analytical tasks related to increasing the use of alternative and renewable fuels and innovative technologies that transform California's fuel and vehicle types to help attain the state's climate change policies. This position will include responsibility for individual projects, transportation energy analysis, outreach development activities, and agreement management activities associated with the School Bus Retrofit and Replacement Program (School Bus Program), as well as the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) in the Advanced Vehicle Technologies Office.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques.
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff.
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative.
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports.
- Ability to gather, compile, analyze, and interpret written and numerical research data.

- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs.
- Ability to make effective presentations and interact effectively with both internal and external parties.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics.

**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 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.

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**Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test.**

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #610-321 and Position #610-4056-935 or RPA #610-322 and Position #610-4056-936 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 610-321 or RPA 610-322)  
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 [personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov).***

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