

California Energy Commission



JOB OPPORTUNITY BULLETIN

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

TENURE/TIME BASE: Permanent/Full Time

SALARY: \$8,731 - \$9,916

LOCATION: Energy Assessments Division, Supply Analysis Office
Sacramento

FINAL FILING DATE: **Until Filled**

DUTIES/RESPONSIBILITIES:

The mission of the Energy Assessments Division (EAD) is to conduct assessments of California's electricity, natural gas, petroleum, and transportation systems and trends and to provide that information to the state's decision makers and the public. This information assists these and other stakeholders to develop energy policies that balance the need for adequate resources with economic, public health, safety, and environmental goals.

The Supply Analysis Office (SAO) provides critical information and independent, objective analyses of the electricity, natural gas, and transportation fuels markets, systems operations, and integrated resource plans. Major office activities include energy data collection, analysis and reporting on energy trends and prices, technical modeling, and recommendations to improve functions of electricity and natural gas systems and markets, ensure grid reliability, and promote sound public policy.

The Energy Resources Specialist III (Managerial) (ER Specialist III) is under the general direction of the Deputy Director of the Energy Assessments Division, with responsibility for managing the staff, programs, and activities of the SAO. The SAO includes a broad range of technical issues related to the electricity, natural gas, and transportation fuels supply systems including resources, market functions, modeling, and planning. In addition, the ER Specialist III represents the Division and Energy Commission before various other state, federal, and local energy regulatory agencies. Specific duties include, but are not limited to:

- Plan, organize and direct the staff, products, and activities of the SAO. This includes managing the Energy Commission's planning and modeling unit, distributed generation integration unit, natural gas unit, and the transportation fuels data unit; overseeing the staff, contracts, and products associated with these programs; preparing and monitoring office workplans, staffing plans, and budgets; facilitating open communication within the Office and between the Office and other parts of the Energy Commission and other agencies; facilitating a positive and professional work environment; and holding staff accountable for their products and performance.
- Assist the Deputy Director and serve as a member of the Division's management team in establishing and implementing division programs, administrative policies, budgets and resource plans, long-term direction and strategic plans, and procedures.

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- Supervise the SAO supervisors and office support staff. This responsibility includes ensuring that supervisors hire, train, coach, and evaluate staff to allow them to meet their expected responsibilities and develop their technical capabilities to the fullest. Ensure that the Energy Commission's quality standards are met in document production, and that office procedures are clearly articulated and followed.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Experience in supervising a technical program or other analytic function, especially in times of organizational change.
- Ability to manage multiple projects with varying priorities and to direct various staff assigned to each project toward the production of timely, quality work products.
- Familiarity with techniques of project management, team building, and a demonstrated ability to get along with individuals whose analysis may represent difficult conclusions or contrary opinion.
- At least a general knowledge of the technical subjects analyzed by the SAO.
- Ability to direct, motivate, and earn the respect of staff.
- Ability to manage and resolve conflict.
- Ability to represent the Division in meetings and/or workshops with agencies, interest groups/public as well as public meetings, conferences and hearings sponsored by assigned Committees/Commission.
- Excellent writing, editing, communication, and organizational skills.

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 State Restriction of Appointments (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. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #810-240 and Position #810-4805-001 in the "Explanation Section" of the STD. 678.** Will consider a Training and Development Assignment.

***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 #810-240
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) 654-4305 or email personnel@energy.ca.gov.

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