

# California Energy Commission



**CLASSIFICATION:** Energy Commission Specialist II (Forecasting)  
*Will consider a Training and Development Assignment*

**TENURE/TIME BASE:** Permanent/Full Time

**SALARY:** \$6,028 - \$7,491

**LOCATION:** Energy Assessments Division, Demand Analysis Office  
Sacramento

**FINAL FILING DATE:** Until Filled

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 division's emphasis is on building staff capabilities in the latest modeling and analytical techniques.

**DUTIES/RESPONSIBILITIES:**

The Energy Commission Specialist II (ECS II) works in the Data Analysis and Survey Unit of the Demand Analysis Office (DAO). The ECS II acts as the prime resource for survey design and management of data collection activities across various sectors (such as commercial, residential, industrial). Additionally, the ECS II is the primary technical lead to other staff in the unit. Responsibilities include survey instrument design, developing research plans and data analysis methodologies, survey implementation, contract management, and responding to data requests. The data collected includes energy consumption data, building and equipment characteristics including energy efficiency, and other disaggregated data. This data collection and analysis will contribute to more detailed, accurate, and transparent energy demand forecasts, providing a basis from which California's policy and decision makers can review, assess, revise, and enact state energy policy. California's energy policies and decisions can have impacts well beyond its borders, not only to utilities and others involved in the electricity generation, transmission and distribution infrastructure, but also to general industries and consumers. Duties include, but are not limited to:

Conducts highly complex technical assessments of survey methodologies and research plans, evaluates the scope and design of survey instruments for effectiveness in meeting Energy Commission needs and objectives, and prepares comparisons with other surveys including historic surveys to improve the methodologies used by the DAO. The ECS II also plans and designs new data collection procedures, develops a broad on-going data collection process, and ensures data is collected in the most efficient manner. The incumbent also evaluates statistical analytical methods for demand forecasting products, statistical methods, and establishes procedures to continually improve sector surveys, and develop utility data handling procedures.

(over)

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

- Excellent analytical skills and the ability to reason logically and creatively while analyzing a variety of analytical techniques.
- Excellent written and oral communication skills. Ability to effectively write and edit technical program information. Ability to gather, compile, analyze, and interpret written and numerical research data.
- Excellent interpersonal and leadership skills. Ability to work under pressure effectively, both under supervision as well as independently, within a team environment and maintaining positive and constructive work relationships with others.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models, and graphics.
- Intermediate to Advanced skills with Microsoft Excel and Word software programs and database programs.
- Ability to communicate complicated information a simple, consumer friendly manner.
- Ability to master new technical concepts.

**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. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-041 and Position #820-4948-017 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 #820-041  
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) 654-4305 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**