

California Energy Commission



CLASSIFICATION: Energy Resources Specialist III (Supervisory)
TENURE/TIME BASE: Permanent/Full Time
SALARY: \$7,600 - \$9,444
LOCATION: Energy Assessments Division, Demand 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 division’s emphasis is on building staff capabilities in the latest modeling and analytical techniques.

Under the general direction of the Manager of the Demand Analysis Office, this position supervises and directs multi-disciplinary professional technical staff who develop and prepare energy demand forecasts for various sectors (residential, commercial, industrial) and subsectors in California, verify energy efficiency savings impacts on California’s energy demand and prepare analyses and forecasts that can assist the state’s policy makers in developing energy efficiency goals. More specifically, the incumbent:

- Plans, organizes, supervises, trains, and directs the work of professional staff who perform energy demand forecasting, energy efficiency savings estimation, and efficiency savings verification. This includes oversight on a wide range of technical issues related to economic analysis and statistical studies of energy demand, forecasting, computer model development and maintenance. Communicates with staff through routine meetings; performs direct personnel management activities including periodic performance evaluations, discipline, training, monitoring individual performance, individual and team motivation, career development, personnel actions, and provides feedback and coaching to meet performance standards.
- Plans, organizes, leads, and coordinates the development of utility efficiency savings estimates, efficiency forecasts for incorporation into the biennial energy demand forecast, methods to verify efficiency savings and to estimate efficiency potential forecasts, efficiency goal (target) setting, and the impacts of efficiency on policies such as greenhouse gas emission reductions; reviews and contributes to chapters in the Integrated Energy Policy Report (IEPR) on energy demand forecasting and energy savings estimation.
- Reviews and edits technical documents, staff presentations, web content, staff reports, and commission reports for accuracy, spelling, punctuation, grammar, and compliance with the Energy Commission style guide. Rewrites content as necessary to make it easier for a lay audience to understand.

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 direct, motivate, and earn the respect of staff.
- Highly developed written and oral communication skills.
- Ability to function within a team environment.
- Ability to supervise staff to produce timely, quality work products.
- Ability to manage and resolve conflict.
- 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. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-237 and Position #820-4813-001 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:

Personnel Services Office
ATTN: RPA #820-237
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