

California Energy Commission



CLASSIFICATION: **Energy Resources Specialist III (Supervisory)**
Will consider a Training and Development Assignment

TENURE/TIME BASE: Permanent/Full Time

SALARY: \$7,451 - \$9,259

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 direction of the Manager for the Demand Analysis Office (DAO), the incumbent serves as the supervisor for the Transportation Energy Forecasting Unit (TEFU). The incumbent supervises and directs multi-disciplinary technical staff working in the areas of economic analysis, modeling, and statistical studies of transportation sector that include; policy analysis; forecasting travel, vehicle and transportation energy use, and transportation fuels prices; developing and implementing software models for forecasting related efforts, and ongoing model maintenance and use. More specifically, the incumbent:

- Plan, organize, supervise, train and direct the work of professional staff on a wide range of technical issues related to policy analysis; forecasting travel, vehicle and transportation energy use, and transportation fuels prices; developing and implementing software models for forecasting related efforts, and ongoing model maintenance and use. Communicate with staff through regular unit meetings as well as meetings with individual staff; perform direct personnel management activities including training, career development mentoring, providing individual and team motivation, monitoring individual performance, providing feedback and mentoring to assist staff to meet performance standards, and preparing periodic performance evaluations. Prepare Request for Personnel Action (RPAs) related documents for personnel recruitments, promotions, and perform other administrative personnel related duties as needed.
- Manage the preparation of budgets and work plans, monitor work progress and implement mechanisms to meet work plan objectives and maintain quality control of products; monitor and facilitate staff work in the solicitation, acquisition, and contract/project management process, and meet with the DAO Manager as often as necessary to review the status of the unit and resolve issues in achieving program goals and milestones.
- Review and edit technical documents, staff presentations, web content, staff reports, and commission reports for accuracy, spelling, punctuation, grammar, and compliance with the Energy Commission style guide. Rewrite 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. Electronic applications will not be accepted. You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #830-407 and Position #830-4813-002 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 #830-407
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