



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Energy Commission Specialist II (TED)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$6,329 - \$7,866

**LOCATION:** Office of Compliance Assistance & Enforcement

**FINAL FILING DATE:** Until Filled

The California Energy Commission's Office of Compliance Assistance and Enforcement (OCAE) is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**DUTIES/RESPONSIBILITIES:**

Under the general direction and supervision of the Energy Resources Specialist III (Supervisory) of the Office of Compliance Assistance and Enforcement (OCAE) within the Executive Office, the Energy Commission Specialist II (TED) will conduct investigation and enforcement activities related to alleged violations of the Appliance Efficiency Standards and other Energy Commission programs.

Duties include: contract and project management; monitoring and reviewing data generated from surveys and testing, conducting case investigations and enforcement actions; coordination with policy and technical committees, technical and legal staff, manufacturers, trade associations, federal, state and local government agencies, national laboratories, industry experts, public and standards advocacy groups on issues associated with the enforcement of state and federal regulations. The incumbent will primarily work on the Appliance Efficiency Enforcement Program and other enforcement programs in other divisions throughout the Energy Commission, as needed.

Specific duties include:

- Serve as lead or co-lead technical specialist and work with the Efficiency Division staff and management and Energy Commission attorneys on identification of targets for investigation (e.g., retailers, distributors and manufacturers) and provide expert technical guidance, analysis, direction, and coordination during these investigations.
- Work with advisory groups and provide expert consultation services to develop compliance assistance materials and provide training to industry to facility compliance with the applicable energy efficiency standards. Prepare and maintain the more sensitive compliance assistance and enforcement documents
- (e.g. manufacturer, distributor and retailer contact letters, warning notices and advisories, notices of violation, and other correspondence). Schedule and conduct the more sensitive and complex settlement conferences. Coordinate litigation efforts, as needed. Develop and maintain suitable record-keeping protocols and files (electronic and hardcopy) and mentor staff in their proper use.

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

- Highly developed analytical, investigative, negotiation and communication skills.
- Ability to train and lead staff in their production of timely quality work products.
- Ability to promote staff development and proven ability to direct, motivate and earn the respect of staff.

**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 in this classification 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. 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 be accepted.** You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), **RPA #151-205** and **Position # 535-151-4185-001** in the "Explanation Section" of the STD 678. A separate application is required for each position.

Resumes are welcomed but do not take the place of the completed State Application STD 678. **Will consider a Training and Development (T&D) Assignment.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

**SUBMIT APPLICATIONS TO:**

Personnel Services Office

Attn: **RPA #151-205**

1516 9<sup>th</sup> Street, MS-3

Sacramento, CA 95814

Phone: 916-654-4309

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From hTDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)