

California Energy Commission



CLASSIFICATION: Energy Commission Specialist II (TED)

TENURE/TIME BASE: Permanent/Full-time

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

LOCATION: Advanced Fuel Production Office
Fuels and Transportation Division
Sacramento, CA

FINAL FILING DATE: Until Filled

Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission is seeking exceptional people to lead California's energy future through advanced transportation energy efficiency strategies.

Under the general supervision of the Energy Resources Specialist III (Supervisory) in the Advanced Fuel Production Technology and Planning Unit of the Fuels and Transportation Division, the incumbent will provide expert guidance on highly complex technical and economic issues related to the development and use of alternative and renewable fuels and vehicle technologies in California's transportation sector. The incumbent will perform analytical tasks requiring a high level of knowledge, skill, and ability. The incumbent will participate in a team and lead the office's planning efforts to analyze, identify, and propose policy recommendations in support of the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) and Greenhouse Gas Reduction Fund (GGRF) Programs. The incumbent will serve as a lead program planning and program implementation specialist. The incumbent will perform sensitive and complex analyses requiring a high degree of judgment and technical knowledge. The incumbent will have responsibility for projects requiring coordination of several staff inside and outside of the Energy Commission. Projects led by the incumbent are critical to the mission of the Energy Commission and address broad national issues such as global climate change.

DUTIES AND RESPONSIBILITIES: The incumbent will develop and manage multi-million dollar solicitations, grants and interagency agreements. The incumbent will serve as a solicitation manager and team leader and coordinate the work of other staff specialists for solicitation development, solicitation management, proposal scoring, and selection of ARFVTP grantees, and serve as the key point of contact on solicitation and grant issues with industry counterparts and grantees.

The incumbent is expected to serve as a technical and policy resource specialist and expert on specialized technological advancements for the Fuels and Transportation Division, and will represent the Division and Energy Commission at senior level multi-stakeholder workgroups and policy forums with other state and federal agencies, automobile manufacturing companies, other

units/offices and divisions of the Energy Commission, and non-profit advocacy and environmental organizations when appropriate. The incumbent is expected to represent the Office and Division at internal briefings before Energy Commission leadership.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of economic cost-effectiveness, cost-benefit, and quantitative analysis methodologies
- Experience in evaluating economic impacts of energy policies and energy projects
- Experience in designing and managing economic incentives programs or investment funds
- Knowledge of current private sector and public policy issues facing the market for alternative transportation fuels and technologies
- Knowledge of state contracting procedures, and experience and ability to manage and direct complex contract activities to meet program goals and objectives
- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports
- Ability to gather, compile, analyze, and interpret written and numerical research data
- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs
- Ability to make effective presentations and interact effectively with both internal and external parties
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics

WHO MAY APPLY: 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 # 610-152 and Position #535-610-4185-001 in the “Explanation Section” of the STD 678.** Resumes are welcomed but do not take the place of the completed State Application STD 678.

Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

View full Duty Statements: <http://www.energy.ca.gov/careers/jobs.html>

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

RPA 610-152 Personnel Office California Energy Commission 1516 Ninth Street, MS-3 Sacramento, CA 95814-5504 (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
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