



# JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	Energy Analyst
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	Range A \$3,047.00 - \$3,730.00 Range B \$3,299.00 - \$4,075.00 Range C \$3,956.00 - \$4,901.00
<b>LOCATION:</b>	Efficiency Division, Existing Buildings and Compliance Office
<b>FINAL FILING DATE:</b>	Until Filled

The California Energy Commission's Existing Buildings and Compliance Office 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 9<sup>th</sup> 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:

- Perform routine technical and analytical work regarding implementation of, and compliance with, the Energy Standards. Data analysis tasks will include determining data needs for Division policy analysis and program implementation. The incumbent will work with other Offices in the Division and other agencies to collect and analyze energy efficiency data. The incumbent will also design and run database queries to extract data from sources. This may include developing in-house analytical tool(s) for ad-hoc queries and external data requests.
- Apply quantitative analytical methods, including, but not limited to, statistical analysis and forecasting. Assist in preparing policy, economic, and technical analyses and recommendations, based on the data analysis, including writing reports. Prepare analyses for promoting energy conservation and efficiency technologies through the Building Energy Efficiency Standards and to increase compliance with, and enforcement of, the Energy Standards.
- Manage contracts and work authorizations. As contract manager or project manager, responsibilities will include the preparation of solicitation or work authorization documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work to contractors, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork.
- Work with information technology professionals within and outside the department regarding information systems that collect, store, report, and perform related functions with energy efficiency data. Identify "business requirements" for technical analyses for promoting energy conservation and efficiency technologies.



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- Assist with coordinating and collaborating with other subject matter experts and data managers at state agencies, the U.S. Department of Energy, national energy laboratories, other states, private sector experts and innovators, and with state agencies and stakeholder groups.
- Assist in reviewing reports and processing administrative documents for Energy Commission Business Meetings. Organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions. Occasional travel may be required to perform this task.
- Perform other duties as required consistent with the specifications of this classification.

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

- 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 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

**PLEASE NOTE:** Possession of minimum qualifications will be verified prior to 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.

**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) to the address listed below. **Clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus/Reemployment, reinstatement, etc.), RPA #420-174 position number 420-5837-xxx, in the explanation section of the STD. 678.** 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 #420-174  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
Phone: 916-654-4305

California Relay (Telephone) Service for  
the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922