

JOB AND EXAMINATION OPPORTUNITY BULLETIN



STATE OF CALIFORNIA CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET MS-52
SACRAMENTO, CA 95814

We are in search of talented and enthusiastic individuals who are eager to join a dynamic and steadfast team that works with public and private partners to continually improve California's energy systems. Your professional contribution to our organization will make a significant difference as you help us strive to meet our state's energy needs while also enhancing environmental stewardship.

This is a combined job application and examination. For questions, email us at careers@energy.ca.gov.

Look no further, apply today!

ELECTRIC GENERATION SYSTEM SPECIALIST I, II AND III

POSITION DESCRIPTIONS:

ENERGY ASSESSMENT DIVISION

Become a part of an innovative team that uses state-of-the-art modeling and analytical techniques to assess California's energy systems and trends and forecast future demands for electricity, natural gas, and transportation fuel. Your work will inform the public and assist high level decision-makers shape energy policies that balance the need for adequate resources with economic, public health, safety, and environmental goals.

JOB VACANCIES:

[EGSS I – Supply Analysis Office – Job #1](#)

[EGSS I – Demand Analysis Office – Job #2](#)

RENEWABLE ENERGY DIVISION

The Renewable Energy Division seeks candidates that will help conduct technical and policy research to advance the grid reliability benefits of the state's renewable energy policies and will help track and analyze the growth of renewable energy in California and the impact of the Energy Commission's ambitious renewable energy programs, including the landmark Renewables Portfolio Standard and the California Solar Initiative.

JOB VACANCIES:

[EGSS I – Grid Reliability Unit – Job #1](#)

[EGSS III – Grid Reliability Unit – Job #2](#)

ENERGY RESEARCH AND DEVELOPMENT DIVISION

The Energy Research and Development Division conducts research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. Through administration of the Energy Commission's research programs, the division drives energy innovation and technology improvements in the areas of energy efficiency, renewables and advanced generation, smart grid, energy storage, transportation, and environmental assessment.

NO JOB VACANCIES AT THIS TIME

SALARY RANGE:

(Salaries subject to July 1, 2017 increase)

Electric Generation System Specialist I:

\$6,920 – \$8,561

Electric Generation System Specialist II:

\$7,181 – \$8,990

Electric Generation System Specialist III:

\$7,825 – \$9,798

BENEFITS:

- Health/Dental/Vision Insurance
- Paid Vacation/Paid Holiday/Sick Leave
- Bereavement Leave
- Family, Parental and Other Leave
- Military Leave
- Retirement Plan – CalPERS
- Savings Plus Program
- Employee Assistance Program (EAP)
- Educational Reimbursement
- Job Growth Opportunities

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation." California relay (telephone) service for the deaf and hearing impaired, From *TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 *TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

HOW TO APPLY:

Interested applicants who meet the minimum qualifications shall submit a completed **Standard State Application** (Form STD. 678) along with a **Statement of Qualifications** (SOQ) and **Resume** and mail it to:

California Energy Commission
Selection and EEO Office, MS-52
1516 9th Street, MS 52
Sacramento, CA 95814
(916) 653-6532

A Standard State Application (Form STD. 678) may be obtained at: <https://jobs.ca.gov/pdf/STD678.pdf>
See job tips for filling out the STD. 678 at:
<http://www.energy.ca.gov/careers/jobs.html>

All applications/resumes must include: “to” and “from” dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. You must indicate which job(s) you are applying for on your STD. 678 i.e. EGSS I – Grid Reliability Unit Job #1. Applications/resumes received without this information will be rejected.

DESIRABLE QUALIFICATIONS:

- ✓ Excellent analytical, writing, and math skills
- ✓ Experience in making oral presentations
- ✓ Good judgment
- ✓ Ability to easily adapt to change and to act effectively under pressure
- ✓ Ability to gain and maintain cooperative working relationships
- ✓ Patience, poise, flexibility, tact, reliability, and dependability

FINAL FILING DATE:

AUGUST 11, 2017

All applicants must submit a State Application (STD 678), SOQ, and resume no later than the final filing date. Applications personally delivered or received via interoffice mail **after 5:00 p.m. on the final filing date will not be accepted for any reason. STD. 678, SOQ and resume submitted via facsimile (FAX) machines or electronically mailed (e-mail) will not be accepted.**

EXAMINATION INFORMATION:

This examination will consist of a **Statement of Qualifications** weighted 100%.

SEE ATTACHED STATEMENT OF QUALIFICATIONS

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for these positions. All candidates will receive written notification of their examination results.

A mandatory Statement of Qualifications must be completed and submitted **with** a Standard State Application (Std. 678.), and resume. STD. 678 received without the SOQ and resume or vice versa will not be accepted. If you have any questions, please call 916-653-6532 or email us at careers@energy.ca.gov.

ELIGIBLE LIST INFORMATION:

Eligibility for each candidate will expire 12 months after it is established.

VETERAN'S PREFERENCE POINTS/CAREER CREDITS:

Veteran's preference points will be granted in this examination. You may apply for Veteran's Preference through CalHR at www.jobs.ca.gov.

Career credits will not be granted in this examination.

MINIMUM QUALIFICATIONS:

All Levels:

The following education is required when non-California state service experience is used to qualify at any level:

Education: Equivalent to graduation from college. (Additional experience may be substituted for the required education on year-for-year basis.)

ELECTRIC GENERATION SYSTEM SPECIALIST I **Either I**

At least one year in the California state service performing electric generation energy-related duties in a class with a level of responsibility equivalent to that of Energy Analyst, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination but they must satisfactorily complete one year of the experience before they can be eligible for appointment.)

Or II

Experience: Three years of progressively responsible technical professional experience in electric generation system planning, design, evaluation, or operation, including two years of experience above the trainee level. (A Master's Degree in Engineering, Environmental Sciences, Mathematics, Economics, Computer Science, or other closely related field, may be substituted for one year of the required experience.) Individuals with two different recognized graduate degrees (each of which constitutes a full degree program in one of the areas shown above) may substitute this achievement for two years of experience.

(Experience in the California state service applied toward this pattern must include at least one year performing the duties of an Energy Analyst in a class with a level of responsibility equivalent to that of Energy Analyst, Range C.)

ELECTRIC GENERATION SYSTEM SPECIALIST II **Either I**

One year of experience in the California state service performing electric generation energy-related duties in a class with a level of responsibility equivalent to that of Electric Generation System Specialist I.

Or II

Experience: Four years of progressively responsible technical professional experience in electric generation system planning, design, evaluation, or operation, including three years of experience above the trainee level. (A Master's Degree in Engineering, Environmental Sciences, Mathematics, Economics, Computer Sciences, or other closely related field may be substituted for one year of the required experience.) Individuals with two different recognized degrees (each of which constitutes a full degree program in one of the areas shown above) may substitute this achievement for two years of experience.

(Experience in the California state service applied toward this pattern must include at least one year performing the duties in a class with a level of responsibility equivalent to that of Electric Generation System Specialist I.)

ELECTRIC GENERATION SYSTEM SPECIALIST III **Either I**

One year of experience in the California state service performing electric generation energy-related duties in a class with a level of responsibility equivalent to that of Electric Generation System Specialist II.

Or II

Two years of experience in the California state service performing electric generation energy-related duties in a class with a level of responsibility equivalent to that of Electric Generation System Specialist I.

Or III

Experience: Five years of progressively responsible technical professional experience in electric generation system planning, design, evaluation, or operation, including four years of experience above the trainee level. (A Master's Degree in Engineering, Environmental Sciences, Mathematics, Economics, Computer Sciences, or other closely related field may be substituted for one year of the required experience.) Individuals with two different recognized graduate degrees (each of which constitutes a full degree program in one of the areas shown above) may substitute this achievement for two years of experience.

(Experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to that of Electric Generation System Specialist II.)

Electric Generation System Specialist I

The California Energy Commission's (CEC) Electric Generation System Specialist I exam is being given on an open basis. This examination will consist solely of this Statement of Qualifications.

This Statement of Qualifications is your entire exam. It is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing the questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Statement of Qualifications.

NOTE: Failure to meet the entrance requirements and/or to complete this Statement of Qualifications accurately will result in elimination from this examination. ***Candidates who fail to follow the instructions and/or who solicit input or assistance from others to complete this Statement of Qualifications will be eliminated from the examination.***

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS STATEMENT OF QUALIFICATIONS FOR YOUR RECORDS. The California Energy Commission will **NOT** provide you a copy of your Statement of Qualifications.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Statement of Qualification is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

EXAMINATION TITLE: _____

Electric Generation System Specialist I

You are being given three (3) questions on the following pages for which you are to provide a narrative response.

Instructions:

- Your response to each question **must be typed** in Arial font, using size 12 point font or larger.
- Your response to each question must be limited to (1) page per question (for a total of 3 pages).
- Answer each question on a separate page and indicate the corresponding number for each response.
- Include the name of the examination, your name, and date on each page.
Failure to follow these instructions will result in your elimination in this examination.

Electric Generation System Specialist I

1. Provide an example where you wrote about or analyzed an electric generation system related subject for review and consideration by management or related stakeholders. Describe the subject matter, audience, and purpose; the research process, data or reference material, and methodologies you utilized to analyze the subject; and the outcome of your completed project (decision made, action taken, policy changed, published, etc.).
2. Using the example/topic provided in your response to Question #1, or another topic of your choosing, **A)** Describe how you would prepare technical content/information for a public workshop/forum with a non-technical audience **and B)** How you would prepare the same material for a technical audience. Describe how the strategies used to communicate this would differ by each audience.
3. Provide an example of analytical work you have performed to support one of the topics below and describe how it directly relates to energy policy.
 - Evaluate the effects of utility-scale or distributed energy resources on the electricity grid;
 - Cost, value, and benefits of technologies related to energy generation or grid operations;
 - Deployment of distributed generation by residential, commercial and industrial customers and its impact on the electric generation system; Impact of existing and new electric generation, demand-side resources, and grid storage technologies on the electric generation system, including interaction with the natural gas system;
 - Impact of industrial and transportation electrification and other environmental policies on the electric generation system;
 - Supply and demand of natural gas in the state
 - Electric generation system research.

Electric Generation System Specialist II

The California Energy Commission's (CEC) Electric Generation System Specialist II exam is being given on an open basis. This examination will consist solely of this Statement of Qualifications.

This Statement of Qualifications is your entire exam. It is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing the questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Statement of Qualifications.

NOTE: Failure to meet the entrance requirements and/or to complete this Statement of Qualifications accurately will result in elimination from this examination. ***Candidates who fail to follow the instructions and/or who solicit input or assistance from others to complete this Statement of Qualifications will be eliminated from the examination.***

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS STATEMENT OF QUALIFICATIONS FOR YOUR RECORDS. The California Energy Commission will **NOT** provide you a copy of your Statement of Qualifications.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Statement of Qualification is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

EXAMINATION TITLE: _____

Electric Generation System Specialist II

You are being given four (4) questions on the following pages for which you are to provide a narrative response.

Instructions:

- Your response to each question **must be typed** in Arial font, using size 12 point font or larger.
- Your response to each question must be limited to (1) page per question (for a total of 4 pages).
- Answer each question on a separate page and indicate the corresponding number for each response.
- Include the name of the examination, your name, and date on each page.
Failure to follow these instructions will result in your elimination in this examination.

Electric Generation System Specialist II

1. Provide an example where you wrote about or analyzed an electric generation system related subject for review and consideration by management or related stakeholders. Describe the subject matter, audience, and purpose; the research process, data or reference material, and methodologies you utilized to analyze the subject; and the outcome of your completed project (decision made, action taken, policy changed, published, etc.).

2. Using the example/topic provided in your response to Question #1, or another topic of your choosing, **A)** Describe how you would prepare technical content/information for a public workshop/forum with a non-technical audience **and B)** How you would prepare the same material for a technical audience. Describe how the strategies used to communicate this would differ by each audience.

3. Provide an example of analytical work you have performed to support one of the topics below and describe how it directly relates to energy policy.
 - Evaluate the effects of utility-scale or distributed energy resources on the electricity grid;
 - Cost, value, and benefits of technologies related to energy generation or grid operations;
 - Deployment of distributed generation by residential, commercial and industrial customers and its impact on the electric generation system; Impact of existing and new electric generation, demand-side resources, and grid storage technologies on the electric generation system, including interaction with the natural gas system;
 - Impact of industrial and transportation electrification and other environmental policies on the electric generation system;
 - Supply and demand of natural gas in the state
 - Electric generation system research.

4. Successful supervisors or managers are required to demonstrate the following core competencies:

- Engages in clear communication;
- Effectively develops staff;
- Exercises good judgment;
- Plans and organizes to get results;
- Solves problems effectively;
- Contributes to upper management goals and responsibilities.

Describe actions a successful manager/supervisor should take to demonstrate each of these core competencies. Note examples, where applicable, where you have performed these actions.

Electric Generation System Specialist III

The California Energy Commission's (CEC) Electric Generation System Specialist I exam is being given on an open basis. This examination will consist solely of this Statement of Qualifications.

This Statement of Qualifications is your entire exam. It is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing the questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Statement of Qualifications.

NOTE: Failure to meet the entrance requirements and/or to complete this Statement of Qualifications accurately will result in elimination from this examination. ***Candidates who fail to follow the instructions and/or who solicit input or assistance from others to complete this Statement of Qualifications will be eliminated from the examination.***

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS STATEMENT OF QUALIFICATIONS FOR YOUR RECORDS. The California Energy Commission will **NOT** provide you a copy of your Statement of Qualifications.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Statement of Qualification is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

EXAMINATION TITLE: _____

Electric Generation System Specialist III

You are being given five (5) questions on the following pages for which you are to provide a narrative response.

Instructions:

- Your response to each question **must be typed** in Arial font, using size 12 point font or larger.
- Your response to each question must be limited to (1) page per question (for a total of 5 pages).
- Answer each question on a separate page and indicate the corresponding number for each response.
- Include the name of the examination, your name, and date on each page.
Failure to follow these instructions will result in your elimination in this examination.

Electric Generation System Specialist III

1. Provide an example where you wrote about or analyzed an electric generation system related subject for review and consideration by management or related stakeholders. Describe the subject matter, audience, and purpose; the research process, data or reference material, and methodologies you utilized to analyze the subject; and the outcome of your completed project (decision made, action taken, policy changed, published, etc.).

2. Using the example/topic provided in your response to Question #1, or another topic of your choosing, **A)** Describe how you would prepare technical content/information for a public workshop/forum with a non-technical audience **and B)** How you would prepare the same material for a technical audience. Describe how the strategies used to communicate this would differ by each audience.

3. Provide an example of analytical work you have performed to support one of the topics below and describe how it directly relates to energy policy.
 - Evaluate the effects of utility-scale or distributed energy resources on the electricity grid;
 - Cost, value, and benefits of technologies related to energy generation or grid operations;
 - Deployment of distributed generation by residential, commercial and industrial customers and its impact on the electric generation system; Impact of existing and new electric generation, demand-side resources, and grid storage technologies on the electric generation system, including interaction with the natural gas system;
 - Impact of industrial and transportation electrification and other environmental policies on the electric generation system;
 - Supply and demand of natural gas in the state
 - Electric generation system research.

4. Successful supervisors or managers are required to demonstrate the following core competencies:

- Engages in clear communication;
- Effectively develops staff;
- Exercises good judgment;
- Plans and organizes to get results;
- Solves problems effectively;
- Contributes to upper management goals and responsibilities.

Describe actions a successful manager/supervisor should take to demonstrate each of these core competencies. Note examples, where applicable, where you have performed these actions.

5. You receive a technical report from one of your Electric Generation System Specialist I (EGSS I) staff that will be used to support an important agency policy report. The report is one day late. During your review, you observe that the conclusions are not supported in the analysis and when you conduct an on-line search of the topic, you notice that portions of the report were cut and pasted directly from other reports. You call a meeting with the EGSS I staff to discuss and this person becomes defensive and calls into question your management skills. How would you assess the situation and communicate with the employee **and** what are additional actions you might take to address this situation?