



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Staff Services Manager I

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$5,470 - \$7,068

LOCATION: Contracts, Grants and Loans Office, Financial Services Branch
Sacramento, CA

FINAL FILING DATE: August 4, 2017

DUTIES/RESPONSIBILITIES: Under the direction of the Staff Services Manager II, Contracts, Grants and Loans Office, the incumbent serves as the supervisor for the Loans unit of the office and as the Energy Commission's Federal Liaison. The incumbent manages the Loans professional staff; is responsible for the administration of the Energy Conservation Assistance Account (ECAA) and Energy Efficiency Master Trust Revenue Bonds; provides independent advisory services related to federal agreements and loans for special funding sources (Public Interest Energy Research (PIER) Program, Electric Program Investment Charge (EPIC), and Alternative and Renewable Fuel and Technology Program (AB 118)); acts as the Energy Commission's liaison with the Department of Energy and any other Federal entities we may enter into agreements with; acts as the subject matter expert for questions and issues related to both federal agreements and loans; and acts as an in-house consultant for determining the applicability of funding sources, and planning and developing energy related loan programs for the Energy Commission.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to plan, organize and manage the activities and resources for the office
- Ability to work well under pressure, set priorities and maintain the fiscal integrity of the Commission
- Ability to effectively supervise and assign work to professional staff, and provide annual and long-term training and development plans
- Familiarity with state and federal grant processes, rules, and regulations
- Familiarity with loan programs
- Ability to communicate effectively and deal tactfully with people

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 not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #202-424 and Position #535-202-4800-xxx 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. 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.**

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 #202-424

1516 9th 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

JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL]. When the Commission is in a hiring freeze, all JOBs must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

CLASSIFICATION [REQUIRED]. Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

TENURE [REQUIRED]. Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL]. When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

TIME BASE [REQUIRED]. Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

Will consider appointments less than full time [OPTIONAL]. If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

SALARY [REQUIRED]. Provide the salary range. Provide each range if there is more than one.

LOCATION [REQUIRED]. Provide only the office name and/or division name, and Sacramento, California.

FINAL FILING DATE [REQUIRED]. Leave blank. The final filing date will be determined by the Personnel Analyst.

DUTIES/RESPONSIBILITIES [REQUIRED]. Briefly describe the primary duties of the position (from the duty statement).

DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED]. Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

WHO MAY APPLY [REQUIRED]. Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test] [OPTIONAL]. All Energy Analyst JOBs must include this statement.

Training & Development Assignments may be considered [OPTIONAL]. If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

Miscellaneous statements here [OPTIONAL]. Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED]. Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.