



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Resources Specialist III (Supervisory)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$7,824 - \$9,722
LOCATION:	Office of Compliance Assistance and Enforcement
FINAL FILING DATE:	Until Filled

**Pending budget approval*

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

The Energy Resources Specialist III (Supervisor) is under the general supervision of the Director of the Office of Compliance Assistance and Enforcement (OCAE). The incumbent is the first-level supervisor and performs a variety of supervisory tasks including: program administration (e.g. budgeting and personnel management), program implementation and enforcement, program evaluation and planning, policy analysis and formulation and environmental impact analyses. The incumbent supervises a large technical staff in the implementation and enforcement of the title 20 appliance energy efficiency standards. The incumbent also assists the Director of OCAE with the enforcement of other Energy Commission programs.

DUTIES/RESPONSIBILITIES:

- Direct and supervise technical staff conducting investigations of alleged violations of the appliance efficiency regulations and gather evidence through internet searches, laboratory audits and testing, field work, and communications with market participants. The supervisor will coordinate with legal and appliance program technical staff to draft enforcement related correspondence, conduct settlement negotiations and draft settlement documents; develop and maintain suitable record-keeping methods and files and mentor staff in their proper use; prepare documents for administrative and judicial processes; assist attorneys with technical aspects of legal proceedings; and testify before Energy Commission in adjudicatory hearings and in administrative and superior court hearings.
- Recruit and hire staff for the OCAE and provide direct supervision including: individual motivation, performance review, career development, personnel actions, and training.



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- Supervise staff that will establish, implement, and manage an energy efficiency laboratory audit program to verify that industry contract laboratories (e.g. UL, Intertek, etc.) and manufacturers' laboratories are following the appropriate engineering testing and data reporting protocols set forth in the applicable state and federal regulations and referenced test procedures.

- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Highly developed analytical, investigative, negotiation and communication skills.
- Ability to train and supervise staff in their production of timely quality workproducts.
- Ability to promote staff development and proven ability to direct, motivate and earn the respect of staff.
- Ability to adjust programs and schedules to accommodate needed changes.
- Motivated self-starter.

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 not be accepted. You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA # 151-028 and Position #151-4813-001 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. **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*

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

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #151-028
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
personnel@energy.ca.gov