



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: ASSOCIATE ENERGY SPECIALIST (TED)
(Will consider an Energy Analyst)

TENURE: PERMANENT

TIME BASE: FULL-TIME

SALARY: ASSOCIATE ENERGY SPECIALIST (TED) \$4,759 - \$5,914
ENERGY ANALYST Range A - \$3,047 - \$3,730
Range B - \$3,299 - \$4,075
Range C - \$3,956 - \$4,901

LOCATION: ENERGY SYSTEMS RESEARCH OFFICE
ENERGY RESEARCH AND DEVELOPMENT DIVISION

FINAL FILING DATE: July 21, 2017

DUTIES/RESPONSIBILITIES:

The goal of the Electric Program Investment Charge (EPIC) Program is to fund electric public interest investments that provide electricity ratepayer benefits, defined as promoting greater system reliability, lower system costs and increased safety. Relative to grid operations, transmission and distribution, energy storage and electric vehicles, the incumbent is knowledgeable of smart grid technologies, integration of distributed energy resources and their impact on the transmission and distribution systems, and distributed energy resources such as energy storage and renewable technologies. Under the direction and supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the programs of the Energy Research and Development Division (ERDD). The incumbent performs responsible, varied and complex technical and analytical work to support public interest investments in energy RD&D funding; manages RD&D projects; and consults with experts in the field. Duties are performed at the full journey level.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

- Project Management. The incumbent will manage all phases of a research project. Responsibilities include, but are not limited to: a) prepare work statements, budgets, schedules, and other materials necessary to finalize the funding agreement and contract document; b) identify measurable technical and economic objectives to be used to determine project success; c) maintain business relationships with the contractor; d) initiate and approved contract amendments; e) review contractor's monthly progress reports and prepare evaluations

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of the project; f) review and approve invoices; g) conduct independent and in-depth technical reviews of the work conducted by the contractor; h) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; i) provide presentations to office, division, and Commission management on the status of the project.

- Solicitation Management and Administration. Develop, select, implement and manage the Energy Technology System Integration program contract and grant solicitations. Responsibilities include: a) develop program strategies and methodologies to focus solicitations on the most relevant RD&D opportunities; b) oversee the administration of solicitation activities including developing and writing solicitation documents; c) assist in conducting bidders' conferences; d) develop written summaries of evaluations prepared by consultants and state leads; and e) handle any contract/grant disputes that may arise.
- Technology Transfer. Activities will include collecting project information from all proposals; analyze energy savings and other data; and prepare technical reports, spreadsheets and databases. The incumbent may perform analyses related to the economic evaluation of building related energy efficiency technologies. Provide program results to counterparts at other state agencies and Energy Commission staff from other divisions.
- Other Duties. Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Equivalent to graduation from college
- One to three years of experience in performing technology evaluation and development duties in areas related to energy technologies related to research, development and demonstration projects.
- Analysis of economic, environmental and public health impacts for energy-related technologies.
- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

Prior to appointment to an Energy Analyst classification, applicants will be required to pass an energy-related written technical assessment test.

Training & Development Assignments may be considered.

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

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #330-413
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.