



**CLASSIFICATION:** Energy Commission Specialist II (TED)  
**TENURE:** Permanent  
**TIME BASE:** Full Time  
**SALARY:** \$6,028.00 - \$7,491.00  
**LOCATION:** Renewable Energy Division  
Sacramento, CA

**FINAL FILING DATE:** Until Filled

## **ABOUT THE DIVISION:**

Established in 1974, the California Energy Commission is the state's primary energy policy and planning agency. Located in vibrant downtown Sacramento, within walking distance from light-rail, the state Capitol, and other amenities, the California Energy Commission is advancing many of the state's cutting edge energy and climate programs and policies. The Renewable Energy Division at the California Energy Commission is committed to expanding the use of renewable energy in California in a way that maximizes the economic, environmental, and grid-reliability benefits to all Californians.

## **DUTIES/RESPONSIBILITIES:**

Under the supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves in the Renewable Energy Division as lead staff for the for the Certification Unit of the Renewables Portfolio Standard (RPS) Program. The incumbent will also contribute in the implementation of the Power Source Disclosure (PSD) Program, as well as other renewable energy related activities.

The incumbent is expected to develop knowledge of the history and current requirements of the RPS Program and PSD Program; renewable and non-renewable energy resources offered by load serving entities in California; electricity markets; reporting requirements under the RPS Program and the PSD Program; and RPS Program eligibility and requirements; and the relationship between the RPS Program and the PSD Program. The incumbent must display a thorough understanding of California's renewable energy laws, regulations, and policies as well as the role of the energy sector in achieving California's greenhouse gas emissions reduction goals.

The incumbent will mentor and train junior staff as needed, and manage workload and tasks to complete all program activities in the required timeframes. The incumbent will respond to requests for information from colleagues and stakeholders, engaging

management when appropriate. The incumbent will document decisions and activities to develop a record of standard practices and policy decisions. The incumbent will prepare regular updates, reports and presentations to keep management fully informed of completed and planned program activities, identifying issues of specific concern to division and Commission management and the Commissioners.

### **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

The successful applicant should have:

- Knowledge of and ability to analyze renewable energy technologies
- Ability to coordinate the complex technical work of others
- Analyze more technical and complex situations accurately and take effective action
- Excellent attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to work independently and in a team environment

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class 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 in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

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 #520-054 and Position #5200-4185-005 in the “Explanation Section” of the STD. 678.**

***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:**

California Energy Commission  
Attn: (RPA 520-054)  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814

View full Duty Statements:  
<http://www.energy.ca.gov/careers/jobs.html>

***For additional questions regarding this recruitment, you may contact (916) 653-4521 or email [personnel@energy.ca.gov](mailto:personnel@energy.ca.gov).***

***California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922***