



CLASSIFICATION:	Energy Analyst
TENURE:	Limited Term – Up to 24 months, may become permanent
TIME BASE:	Full Time
SALARY:	Energy Analyst: Range A: \$3,047 - \$3,730 Range B: \$3,299 - \$4,075 Range C: \$3,956 - \$4,901
LOCATION:	Energy Assessments Division, Supply Analysis Office Sacramento
FINAL FILING DATE:	Until Filled

The Energy Assessments Division (EAD) consists of a multi-disciplinary staff of economists, engineers, scientists, and programmers, responsible for developing methodologies, models, and data for analyzing energy supply and demand. The Supply Analysis Office (SAO) conducts assessments of the electricity and natural gas systems, as well as the transportation fuels infrastructure, and the demand for petroleum, renewable, and alternative fuels.

JOB DESCRIPTION:

Under the direct supervision of an Energy Resources Specialist III (Supervisory) in the Supply Analysis Office of the Energy Assessments Division, the incumbent will serve as part of an interdisciplinary team that monitors and analyzes California’s transportation fuels network as part of the Petroleum Industry Information Reporting Act (PIIRA) data collection program. The incumbent performs a variety of data entry, consultative, and analytical tasks of average difficulty using data analysis and data management tools.

DUTIES/RESPONSIBILITIES include but are not limited to:

- Assist in the data entry and quality control activities related to the PIIRA data collection activities. Work as a team member in the development of new databases and reports to ensure that the PIIRA program and other Transportation Fuels Data Unit data sources are meeting technical and administrative objectives. Assist in the data collection and storage of data sets that include retail fuel stations, terminal receipts, and inventory information.
- Collect data and analyze trends in transportation fuel issues and their implications for California. Incumbent assists in the preparation of studies and analysis of transportation fuel production and distribution, including the production, pricing, and distribution of alternative and petroleum based fuels.
- Disseminate information on California’s transportation fuels infrastructure and markets in response to data requests from Energy Commission management, Commissioners, other government agencies, and the general public. Incumbent will also monitor Transportation Fuels Data Unit information found on Energy Commission websites to ensure the information is timely and accurate.
- Assist in preparing complex economic and statistical methodologies to evaluate California’s transportation fuels infrastructure needs and changes.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal and collaborative skills.
- Ability to successfully work within a larger team environment.
- Excellent analytical skills and the ability to reason logically and creatively while analyzing a variety of analytical techniques.
- Excellent written and oral communication skills. Ability to effectively write and edit technical program information.
- Ability to gather, compile, analyze and interpret written and numerical research data.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics.

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 #830-415 and Position #830-5837-002 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:

Personnel Services Office
ATTN: RPA #830-415
1516 9th 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) 654-4305 or email personnel@energy.ca.gov.

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