



EXAMINATION ANNOUNCEMENT

CALIFORNIA ENERGY COMMISSION

ENERGY RESOURCES SPECIALIST III (Managerial)

OPEN-CONTINUOUS TESTING
Positions only exist in Sacramento, CA

EXAMINATION PLAN

This examination will consist of an In-Basket activity that will be weighted 30% and a modified Qualification Appraisal (QAP) process. The QAP will include a writing exercise that will be weighted 35% and a presentation that will be weighted 35% for a total of 70%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination.

FILING INSTRUCTIONS

CONTINUOUS TESTING – NO FINAL FILING DATE - Testing is considered continuous as dates can be set at any time. You may apply only once in any consecutive 12-month period. Standard State applications (STD 678) will be accepted on a continuous basis, and examinations are scheduled as needed. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted. Examinations are processed on a quarterly basis depending on the needs of the department.

FILE BY MAIL OR IN PERSON WITH:

California Energy Commission
Selection & EEO Office (ERS III M)
1516 Ninth Street, MS #52
Sacramento, CA 95814

DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Applications may be obtained at the Employment Development Department, the California Energy Commission, The California Department of Human Resources Job Center located at:1810 16th Street, Sacramento, CA 95814 Monday – Friday 8:00 AM to 5:00 PM or, on the Internet at: http://jobs.ca.gov/pdf/std678.pdf

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE

\$8,152 - \$9,259 (As of July 1, 2015)

Energy Resources Specialist III (Managerial)
BI70 – 4805
5ERAE

www.energy.ca.gov
(916) 653-6532
Final Filing Date: Continuous

EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements when you submit your Standard State application (STD. 678). Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS

Experience applicable to one of the patterns below may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties at a level of responsibility equivalent to that described in "Pattern I." **Please note: When combining patterns, all experience converts to the largest experience requirement.**

Either I

In the California state service, one year of experience performing the duties of an Energy Resources Specialist II.

Or II

In the California state service, two years of experience performing the duties of an Energy Resources Specialist I.

Or III

Four years of experience above the trainee level in an energy resources management or research program, environmental protection or research program, applied research in the physical or biological sciences, or energy or environmental engineering. (A graduate degree in one of the physical or biological sciences, engineering, economics, operations research, or other related fields may be substituted for not more than one year of the required experience.) **And**

Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION(S)**Energy Resources Specialist III (Managerial)**

This is the full management level. Incumbents have full management responsibility for the most complex and sensitive program issues having statewide impact; act as the State's expert on energy conservation practices, power production, energy management, or financing and contracting of energy projects including alternative energy resources; establish policy and priorities; and provide strong leadership and direction toward the accomplishment of major program issues. This level reports directly to the Deputy Director level.

Positions exist in Sacramento with the California Energy Commission.

SCOPE

Questions in the In-Basket activity and QAP are designed to test broad knowledge of the subject matter and candidates should be prepared to respond to a wide variety of issues, both technical and procedural.

KNOWLEDGE OF

1. Energy conservation and development;
2. Principles of physical sciences and engineering involved in energy production, transmission, utilization and conservation;
3. Principles of program evaluation and planning, and energy policy analysis and formulation;
4. Federal, State, local government and private agencies involved in energy research and regulation;
5. General provisions of Federal and State laws and regulations applicable to the construction and operation of utilities;
6. General social and economic implications of energy demand forecasting and facility construction;
7. Recent research and development projects in the fields of electrical, nuclear, geothermal, solar and other energy sources;
8. Principles and procedures of environmental impact assessment, and energy supply and demand forecasting.
9. Principles and methods of personnel management and training;
10. Knowledge of the Department's EEO Program objectives;
11. A manager's role in the EEO program and the processes available to meet EEO Objectives.

ABILITY TO

1. Reason logically and creatively and utilize a variety of analytical and research techniques to resolve complex energy conservation and development problems;
2. Develop and evaluate alternatives;
3. Analyze energy data and present ideas and information effectively both orally and in writing;
4. Consult with and advise on a wide variety of energy-related subject-matter areas;
5. Gain and maintain the confidence and cooperation of those contacted during the course of work;
6. Coordinate the work of others, act as a team or conference leader;
7. Analyze situations accurately and take effective action.
8. Appear at public hearings;
9. Ability to effectively contribute to the department's EEO objectives.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Energy Commission. This examination will be administered on a continuous basis. Names of successful competitors are merged onto the list in order of final scores regardless of dates. Eligibility will expire in 12 months.

VETERANS PREFERENCE

WILL BE GRANTED IN THIS EXAMINATION

CAREER CREDITS

WILL NOT BE GRANTED IN THIS EXAMINATION

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination Unit at (916) 653-6532 three days prior to the test date if he/she has not received his/her notice.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Energy Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

- 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

Career Credit: A competitor who passes an open, non-promotional civil service examination and who has permanent civil service status (or who has a mandatory right of reinstatement to a position with permanent civil service status) is eligible to receive three career credit points added to his/her earned score. Career credits are not given to persons who have permissive reinstatement privileges. The distinction between mandatory right of reinstatement and permissive reinstatement privilege is outlined in Government Code Sections 19140-19143. (The examination announcement indicates if career credit points will apply.) Veteran's points are not granted in such examinations.

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California Relay (Telephone) Service for the Deaf or Hearing Impaired
From TDD Phones: 1-800-735-2929 - From Voice Phones 1-800-735-2922

TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

