ENERGY RESOURCES SPECIALIST III (MANAGERIAL)

Exam Code: 8ERAB

Department: California Energy Commission
Exam Type: Departmental, Open
Final Filing Date: Continuous

Classification Details

Energy Resources Specialist III (Managerial) - $9,489 - $10,776* (As of July 1, 2019) per month.

*The salary listed does not include a monthly reduction in salary of 9.23% effective July 1, 2020 through June 30, 2022.

View **the Energy Resources Specialist III (Managerial) classification specification**

Filing Instructions

CONTINUOUS TESTING – NO FINAL FILING DATE – Testing is considered continuous as standard State applications (STD 678) and T&E Questionnaires will be accepted on a continuous basis.

Standard State applications and T&E Questionnaires will be reviewed and scored on the 1st and 15th of every month.

Once you have taken the T&E Questionnaire examination, you may not retest for **six (6) months**. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

How to Apply:

A mandatory T&E Questionnaire must be completed and submitted with a Standard State application (STD 678). Applications received without the T&E Questionnaire or vice versa will not be accepted. Resumes will not be accepted in lieu of a STD 678.

The T&E questionnaire is located at the end of this bulletin.

FILE BY MAIL OR IN PERSON AT:

California Energy Commission
Selection Services Office
1516 Ninth Street, MS #52
Sacramento, CA 95814

Indicate the Examination Code and Classification(s) on your Examination/Employment Application (STD 678).

In order to expedite the application review process, when completing the standard State application make sure to provide a full description of duties performed.

DO NOT SEND T&E QUESTIONNAIRE AND STANDARD STATE APPLICATION TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

Special Testing Arrangements

If you have a disability and need special testing arrangements, mark question #10 on the standard State application (STD 678) and submit an Accommodation Request (STD 679).

You will be contacted to make specific arrangements.

Contact Information

If you have any questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Energy Commission
Selection Services Office
1516 9th Street
Sacramento, CA 95814
Phone: (916) 653-6532
Email: Careers@Energy.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Requirements for Admittance into the Examination

It is your responsibility to make sure you meet the education and/or experience requirements stated below when submitting your T&E Questionnaire and standard State application. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications 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 received without this information will be rejected.**

Examination Scope

TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%. The examination will consist solely of a Training and Experience (T&E) Questionnaire. To obtain a position on the eligible list, a minimum score of 70% must be obtained.

Once you have taken the T&E Questionnaire examination, you may not retest for **six (6) months.**

Veteran's Preference points will be granted in this examination.

Career Credits will not be accepted in this examination.

Questions in the T&E Questionnaire are designed to test broad knowledge of the topic under consideration and candidates should be prepared to respond to a wide variety of issues, both technical and procedural.

Preparing for the Examination

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

Minimum Qualifications

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless

of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirement. Please note: When combining patterns all experience converts to the largest experience requirement.

All Levels:

The following education is required when non-California state service experience is used to qualify at any level:

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

Pattern I

One year of experience in the California state service performing the duties of an Energy Resources Specialist II.

OR

Pattern II

Two years of experience in the California state service performing the duties of an Energy Resources Specialist I.

OR

Pattern III

Experience: 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.)

The Position

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.

Knowledge and Abilities

A. 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. The department's Equal Employment Opportunity Program objectives.
11. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

B. 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. Plan, direct and coordinate the work of a multidisciplinary staff of engineers, scientist, economists, energy specialists, and other assistants.
9. Appear at public hearings.

10. Effectively contribute to the department's Equal Employment Opportunity objectives.

Eligible List Information

A departmental open, merged eligible list will be established for the California Energy Commission. This examination will be administered on a continuous basis. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test dates. Eligibility expires 12 months after it is established.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

Drug-Free Statement

It is an objective of the State of California to achieve a drug-free State 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.

General Information

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer Account.**

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

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) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification form the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx and the California Department of Veterans Affairs at www.calvet.ca.gov/home. Veteran's Preference is not granted once a person achieves permanent civil service status.

ENERGY RESOURCES SPECIALIST III (MANAGERIAL)

TRAINING AND EXPERIENCE EXAMINATION

HOW TO COMPLETE YOUR TRAINING & EXPERIENCE EXAMINATION:

- Read the instructions on the Training & Experience Examination carefully before you begin.
- Please note that your overall score will be determined solely by the information you provide on this Training & Experience Examination Information on your application will not be used to determine your final score.
- Please utilize the checklist below to complete the (6) six sections in the examination.

☐ **Task Area 1:** Program/Project Management

☐ **Task Area 2:** Contract/Budget

☐ **Task Area 3:** Communication (Verbal, Written, Interpersonal)

☐ **Task Area 4:** Decision Making

☐ **Task Area 5:** Workload Management

☐ **Task Area 6:** Policy Development

☐ **Signature:** Failure to include an original signature on page 3 of the examination may result in disqualification.

Note: This examination was reformatted in order to be compliant with the Americans with Disabilities Act (ADA) in May 2020. The items on this examination are the same as the previous version.

Name: _____

Please submit your completed Training & Experience Examination, along with a State Application (STD. 678) as follows:

Mail or hand deliver to:
California Energy Commission
Selection Services Office
1516 Ninth Street, MS-52
Sacramento, CA 95814
(916) 653-6532

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Energy Resources Specialist III (Managerial) examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by the California Energy Commission to fill their existing positions.

This Training & Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name: _____

Social Security Number: _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

Cellular Phone Number: _____

Name: _____

<u>CERTIFICATION – IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING</u> – if not signed, this examination may be disqualified.

Before a final score is determined, your responses to exam questions will be verified. An exams manager or personnel staff member may contact the individuals or educational institutions you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate employment and/or education information may result in a low score or disqualification from this examination.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided on this examination, you may be disqualified from this process, removed from the certification list(s), suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.
This warning has been provided to protect your rights as a job candidate as well as the rights of the department. Be advised that you are expected to answer truthfully and accurately.

I certify and understand that all statements I have made in this examination are true and complete to the best of my knowledge and contains no willful misrepresentation of falsifications. Failure to include original signature may result in disqualification.

_____
Signature

_____
Date

Name: _____

MINIMUM QUALIFICATIONS

Each candidate must meet the minimum qualifications on his/her application by the date it is received. If not, the candidate's application in the examination process will be rejected and his/her Training and Experience Examination will not be scored. Please ensure that your State Application (STD. 678) clearly indicates your education, experience, and licensure information reflective of the minimum qualifications for this examination process as stated below:

The following education is required when non-California state service experience is used to qualify at any level.

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

Either I

One year of experience performing the duties of an Energy Resources Specialist II.

Or II

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 that one year of the required experience.)

Name: _____

Task Area 1: Program/Project Management

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your ability to effectively handle a variety of situations related to dealing with project planning and management. The Energy Resources Specialist III (Managerial) is to direct/manage work of teams that plan, organize and conduct complex studies and programs related to various energy technologies or policies and their potential impacts on California's existing markets, environment, and energy systems. You must be able to manage the work of others to assure resources are used effectively, projects are under control, deadlines are met, and deliverables or resolutions are produced. You must be able to present ideas effectively and consult with and advise other staff, management, Commissioners or others on the relative merits of specific actions or outcomes.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only mark one response per item.

1.) Knowledge of management and leadership theories, techniques, and applications to ensure that strategies employed in the supervision and oversight of work unit operations are effective and appropriate.

1a.) How would you describe your knowledge in this area?

- ☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
- ☐ B. Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
- ☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
- ☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

2.) Skill in applying management, leadership principles and techniques to ensure a productive, professional working environment for completion of work tasks and assignments.

2a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

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3.) Knowledge of principles and techniques used to reinforce and reward positive performance to recognize and promote acceptable and superior performance of subordinate employees.

3a.) How would you describe your knowledge in this area?

- ☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
- ☐ B Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
- ☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
- ☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

4.) Knowledge of current corrective actions and progressive disciplinary techniques to provide effective, appropriate monitoring, coaching, and counseling of the work performance of subordinate staff.

4a.) How would you describe your knowledge in this area?

- ☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
- ☐ B Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
- ☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
- ☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

5.) Knowledge of team-building principles and techniques to conduct team-building sessions which contribute to and promote a positive, cooperative, professional work environment.

5a.) How would you describe your knowledge in this area?

- ☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
- ☐ B. Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
- ☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
- ☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

Name: _____

6.) Knowledge of equal employment opportunity regulations and objectives to promote the Commission's equal employment opportunity policies and goals in making hiring and employment decisions.

6a.) How would you describe your knowledge in this area?

- ☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
- ☐ B. Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
- ☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
- ☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

7.) Knowledge of negotiation and consensus-building to find mutually acceptable solutions to energy problems and issues.

7a.) How would you describe your knowledge in this area?

- ☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
- ☐ B. Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
- ☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
- ☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

8.) Skill in representing the unit/office/division to the energy industry and/or the public.

8a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

9.) Skill in extracting specific, relevant data and information from a larger body of materials.

9a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

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10.) Identify how proposed policies will impact affected stakeholders and energy interests.

10a.) How would you describe your level of experience/expertise in the above area?

- ☐ A. I have little or no experience related to this duty but would be willing to learn.
- ☐ B I have introductory skills in this area; I can perform this duty with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this duty independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this duty with no additional training.
- ☐ E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this duty.

11.) Skill in identifying and resolving any problems and/or issues within the work unit to enable the completion of assignments.

11a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

12.) Skill in documenting employee performance and completing employee performance evaluations and probationary reports.

12a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

13.) Skill in coaching and mentoring employees to improve performance, productivity, and expertise.

13a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

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14.) Skill in resolving performance problems by planning and implementing measures to improve performance.

14a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

15.) Skill in supervising a diverse staff, ensuring that supervisory and management decisions are sensitive to diverse perceptions.

15a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

16.) Willingness to continuously improve job-related knowledge, skills, abilities and other personal characteristics.

16a.) How would you describe your willingness and experience for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill, and willingness to obtain additional training from which I could benefit.
- ☐ C. I have frequently and willingly performed this skill and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

17.) Skill to monitor the implementation of programs.

17a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

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18.) Skill to motivate and guide staff toward goal accomplishment.

18a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

19.) Assess the complexity and skill match of an assignment to ensure assignment is appropriately delegated to subordinate employees.

19a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

20.) Establish consistent performance standards and expectations throughout the work unit.

20a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

21.) Provide guidance in how to strengthen knowledge and skills (e.g., decision-making, technical analysis, communication, etc.) to improve personal and organizational performance.

21a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

Name: _____

22.) Formulate strategies that are achievable, cost-effective, and address organizational goals by themselves or in coordination with other strategies using input from staff and Commissioners, Deputy Director, and others in the Executive Office.

22a.) How would you describe your experience and readiness to perform the above duties?

☐ A. I have little or no experience performing this duty but would be willing to learn.
☐ B. I have performed this duty occasionally but was not a major part of my job(s).
☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

23.) Evaluate overall workload of the office to determine changing priorities and resource needs.

23a.) How would you describe your experience and readiness to perform the above duties?

☐ A. I have little or no experience performing this duty but would be willing to learn.
☐ B. I have performed this duty occasionally but was not a major part of my job(s).
☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

24.) Following the progressive disciplinary process by ensuring all steps are taken following departmental and State rules/laws.

24a.) How would you describe your knowledge in this area?

☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
☐ B. Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

Name: _____

Task Area 2: Contract/Budget

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your contract and budget skills. As an Energy Resources Specialist III (Managerial) candidate, you should be able to develop budget projections and evaluate the work of private contractors. You must be capable of preparing budget documents to support the office's annual resource and work planning process, providing adequate justification for those decisions to management and Commissioners, and monitoring/tracking timely implementation and expenditures.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only mark one response per item.

25.) Oversee the review of contract support materials (including work statements, justification, selection method) for data collection, model development or other technical services.

25a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

26.) Ensure the effective evaluation of the work of private contractors for quality, technical accuracy, timeliness and cost appropriateness of services.

26a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

Name: _____

27.) Develop budget projections and forecasts.

27a.) How would you describe your experience and readiness to perform the above duties?

☐ A. I have little or no experience performing this duty but would be willing to learn.
☐ B. I have performed this duty occasionally but was not a major part of my job(s).
☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

28.) Prepare budget change proposals and work plan modifications.

28a.) How would you describe your experience and readiness to perform the above duties?

☐ A. I have little or no experience performing this duty but would be willing to learn.
☐ B. I have performed this duty occasionally but was not a major part of my job(s).
☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

29.) Propose and justify positions within the office.

29a.) How would you describe your experience and readiness to perform the above duties?

☐ A. I have little or no experience performing this duty but would be willing to learn.
☐ B. I have performed this duty occasionally but was not a major part of my job(s).
☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

Name: _____

Task Area 3: Communication (Verbal, Written, Interpersonal)

This section is designed to assess your communication skills with others and in developing working relationships through verbal dialogue to foster an open exchange of ideas and provide effective two-way communication. As an Energy Resources Specialist III (Managerial) candidate, you should be able to present ideas and information effectively both orally and in writing. You must be capable of communicating with others to gain and maintain the confidence and cooperation of those contacted during the course of work. You must be able to communicate with and advise other staff, management, Commissioners or others on the relative merits of specific energy options, actions, or outcomes and their impact on various energy policies.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only mark one response per item.

30.) Skill to review and edit written materials for proper content and consistency with Commission policy.

30a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

31.) Skill to clearly and concisely explain, in writing, the contents of technical materials (e.g., energy related reports and regulations, etc.) to audiences with varying levels of expertise.

31a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

32.) Skill to write clear and concise memos, letters and correspondence, reports, and documents using proper grammar, punctuation, and sentence structure.

32a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

Name: _____

33.) Skill to translate technical information into understandable language for a variety of audiences.

33a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

34.) Skill to read and comprehend a variety of technical, complex information in English related to work assignments (e.g., regulations, energy forecast reports, divisional manuals, contract documents, scientific articles, etc.) in order to interpret, explain, and apply the information.

34a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

35.) Skill to listen to others to facilitate open exchange of ideas and provide for effective communication.

35a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

36.) Skill to verbally communicate clearly and concisely in one-on-one situations, small or large groups, adjusting the message appropriately based on audience knowledge.

36a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

Name: _____

37.) Knowledge of conflict resolution techniques to address and deal with conflicts and issues that may arise in the work group.

37a.) How would you describe your knowledge in this area?

- ☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
- ☐ B Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
- ☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
- ☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

38.) Skill to defuse tense situations and calm irate individuals to minimize conflict.

38a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

39.) Skill to explain regulations, Commission policy, industry standards, reasons for decisions, research findings, facts, data, issues, and/or problems related to energy issues to co-workers, governmental personnel, energy personnel, members of the public, media, etc.

39a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

Name: _____

40.) Ability to recognize the sensitive nature and/or political ramifications of a situation.

40a.) How would you describe your level of experience/expertise in the above ability?

- ☐ A. I have very little or no experience related to this ability but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this ability with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this ability independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this ability with no additional training.
- ☐ E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this ability.

41.) Skill to use tact and diplomacy in the course of directing staff.

41a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

42.) Skill to establish and maintain cooperative relations with Commission employees, the public, and local, state and federal agencies.

42a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

43.) Skill to objectively explain the reasons and rationale for decisions to a variety of audiences.

43a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

Name: _____

44.) Skill to conduct meetings with State employees from other agencies or other stakeholders to address issues and resolve problems.

44a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

45.) Skill to convey expectations, priorities, and vision to others.

45a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

46.) Ability to develop trust and credibility with customers/stakeholders.

46a.) How would you describe your level of experience/expertise in the above ability?

- ☐ A. I have very little or no experience related to this ability but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this ability with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this ability independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this ability with no additional training.
- ☐ E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this ability.

47.) Resolve interpersonal conflicts when necessary.

47a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

Name: _____

48.) Interact diplomatically with individuals in response to inquiries into organizational policies, procedures, practices and/or regulatory requirements pertaining to energy issues.

48a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

49.) Interact with managers, co-workers, governmental personnel, stakeholders and members of the public to contribute to the overall efficiency of the office.

49a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

50.) Review and approve studies and reports on complex and controversial energy issues (e.g., the availability, utilization and pricing of energy resources, implications of natural gas prices, electricity and fuel infrastructure analysis, energy use patterns, opportunities to promote energy efficiency and alternative energy sources, benefits and costs of proposed policies, environmental impact, etc.).

50a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

Name: _____

51.) Ensure that office recommendations are supported by sound and defensible analysis.

51a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

52.) Ensure the confidentiality of sensitive data, documents and reports.

52a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

53.) Knowledge of the procedures to secure confidential documents and reports.

53a.) How would you describe your knowledge in this area?

- ☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
- ☐ B Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
- ☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
- ☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

Name: _____

Task Area 4: Decision Making

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your decision-making skills. As an Energy Resources Specialist III (Managerial) candidate, you should be able to exercise sound judgment when making decisions to ensure that decisions are based upon the facts and the best available information. You must be able to advise staff, upper management, Commissioners or others on the relative merits of specific options, results, or outcomes and the impact of various energy policies.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only mark one response per item.

54.) Skill to maintain and support a controversial position when supported by evidence.

54a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this Skill.

55.) Knowledge of cultural diversity, race, gender and other individual differences to be sensitive to others and facilitate cooperation.

55a.) How would you describe your knowledge in this area?

- ☐ A. No Knowledge (I have little or no experience, education or training relevant to this knowledge).
- ☐ B Limited Knowledge (I have education or training relevant to this knowledge, but have not applied it in an actual job).
- ☐ C. Moderate Knowledge (I have applied this knowledge in an actual setting while performing on the job).
- ☐ D. Extensive Knowledge (I have applied this knowledge in an actual setting while performing a job and have supervised or trained others in this area).

56.) Skill to exercise sound judgment when making decisions to ensure that decisions are based upon the facts and information available, and that they are in accordance with laws, regulations, and/or divisional goals and objectives.

56a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

Name: _____

57.) Skill to evaluate reports to make recommendations for action based upon the documented information.

57a.) How would you describe your experience level for the skill listed above?

☐ A. I have very little experience performing this skill but would be willing to learn.

☐ B. I have some experience performing this skill but could benefit from some additional training.

☐ C. I have performed this skill frequently and do not require additional training.

☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

58.) Identify when an issue needs to be raised to upper management for resolution or awareness.

58a.) How would you describe your level of experience/expertise in the above area?

☐ A. I have very little or no experience related to this duty but would be willing to learn.

☐ B. I have introductory skills in this area; I can perform this duty with supervision.

☐ C. I have moderate skills in this area; I can generally perform this duty independently but require some additional training.

☐ D. I have advanced skills in this area; I can perform this duty with no additional training.

☐ E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this duty.

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Name: _____

Task Area 5: Workload Management

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your ability to effectively handle a variety of situations related to effectively managing staff and resources. The Energy Resources Specialist III (Managerial) will lead and manage a team of supervisors in planning, organizing, and evaluating the work of staff responsible for various energy analyses, programs, and policies. This will involve long-range planning as well as priority or staffing shifts that may happen quickly. As an Energy Resources Specialist III (Managerial) candidate, you should be able to provide guidance on the policies, procedures and practices of office and/or department programs. You must be capable of developing professional development plans for staff as well as succession plans for key subject specialists.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only mark one response per item.

59.) Skill to work on multiple tasks or parts of tasks concurrently.

59a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

60.) Skill to manage workload and assignments to meet deadlines and performance objectives.

60a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

61.) Skill to delegate suitable work assignments and appropriate level of responsibility to employees to complete work assignments.

61a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

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62.) Skill to monitor the work of employees to ensure that it meets quality, quantity, and timeliness standards.

62a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

63.) Skill to establish project schedules and milestones to complete assignments within timelines.

63a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

64.) Skill to introduce changes in the work unit/office in a positive manner to generate support for changes and to minimize impact or perceived impact on staff.

64a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

65.) Skill to evaluate the impact and effectiveness of programs, procedures, business processes, and/or policies.

65a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

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66.) Skill to develop short and long-range plans and schedules that coordinate goals and objectives of the Commission.

66a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

67.) Recognize the need to shift priorities, staff, and resources to maximize the effectiveness of the office.

67a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

68.) Adapt to changes in priorities, work assignments, and interruptions that impact the completion of projects and assignments.

68a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

69.) Work independently on assignments without close supervision.

69a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

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70.) Work under the pressure of a heavy workload, multiple tasks and/or tight timeline when completing assignments.

70a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

71.) Work in a team environment to complete assigned work tasks.

71a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

72.) Skill to lead a group or team to complete work assignments, including setting effective agendas, facilitating the exchange of ideas and development of work products.

72a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

73.) Perform job duties under intense pressures with little or no input from others in decisions made, tasks completed, and/or prioritization of tasks to be completed.

73a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

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74.) Skill to develop alternate work plans and strategies for the completion of work assignments in response to changing priorities, problems, or scheduling setbacks.

74a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

75.) Skill to negotiate realistic due dates for the completion of work assignments.

75a.) How would you describe your experience level for the skill listed above?

- ☐ A. I have very little experience performing this skill but would be willing to learn.
- ☐ B. I have some experience performing this skill but could benefit from some additional training.
- ☐ C. I have performed this skill frequently and do not require additional training.
- ☐ D. This is an area of expertise for me and I could train others in how to perform this skill.

76.) Use efficient, cost-effective and innovative approaches to integrate technology into the workplace and improve program effectiveness.

76a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

77.) Provide guidance to office personnel on the policies, procedures and practices of office and/or departmental programs.

77a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

Name: _____

78.) Identify and propose training classes and seminars that fulfill staff needs and encourage participation.

78a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

79.) Ensure that office personnel have completed required training.

79a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

Task Area 6: Policy Development

This portion of the Energy Resources Specialist III (Managerial) exam is designed to assess your ability to effectively develop proposals and energy policies. As an Energy Resources Specialist III (Managerial) candidate, you should be able to research information necessary to develop policy perspectives, explain them clearly both in writing and orally, and provide unbiased analyses of options. You must be able to effectively gather perspectives from other agencies or outside parties.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only mark one response per item.

80.) Develop legislative or congressional proposals to implement Commission policy and program initiatives.

80a.) How would you describe your level of experience/expertise in the above area?

- ☐ A. I have very little or no experience related to this duty but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this duty with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this duty independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this duty with no additional training.
- ☐ E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this duty.

Name: _____

81.) Collaborate with outside parties in development of energy policy or energy related research (e.g., CalStart, Air Resources Board, Public Utilities Commission, etc.).

81a.) In your work experience, how frequently have you performed this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

82.) Analyze legislative proposals to evaluate the impact on energy issues and Commission policy.

82a.) How would you describe your level of experience/expertise in the above area?

- ☐ A. I have very little or no experience related to this duty but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this duty with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this duty independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this duty with no additional training.
- ☐ E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this duty.

83.) Participate in department and inter-agency committees regarding activities or industry issues.

83a.) How would you describe your experience and readiness to perform this duty?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

Name: _____

84.) Maintain a network of contacts in the industry and other sources to effectively utilize their expertise and gain cooperation.

84a.) How would you describe your experience and readiness to perform the above duties?

- ☐ A. I have little or no experience performing this duty but would be willing to learn.
- ☐ B. I have performed this duty occasionally but was not a major part of my job(s).
- ☐ C. This duty was a major part of one or more of my jobs and I performed it several times a week.
- ☐ D. This duty was a major part of one or more of my jobs and I performed it on a daily basis.

85.) Identify emerging energy trends and issues that may require Energy Commission analysis and/or policy decisions.

85a.) How would you describe your level of experience/expertise in the above area?

- ☐ A. I have very little or no experience related to this duty but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this duty with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this duty independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this duty with no additional training.
- ☐ E. I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this duty.

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE FOR THE ENERGY RESOURCES SPECIALIST III (MANAGERIAL) EXAMINATION.

Please submit this document along with any other required documentation per the instructions on page 2.