ENERGY RESOURCES SPECIALIST III (SUPERVISORY)

Exam Code: 8ERAC

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

Classification Details

Energy Resources Specialist III (Supervisory) - $8,260 - $10,264* (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 (Supervisory) 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/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.**

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 first full supervisory level. Incumbents typically supervise a group of specialists and have major program responsibilities. Typically, as a full supervisor, incumbents report to a branch chief responsible for several energy-related programs and spend the majority of their time in supervisory activities as distinct from work level assignments.

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 (SUPERVISORY)

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:** Supervision

☐ **Task Area 2:** Communication (Verbal, Written, Interpersonal)

☐ **Task Area 3:** Contract/Grant/Budget Management

☐ **Task Area 4:** Analysis and Research

☐ **Task Area 5:** Policy Review and Development

☐ **Task Area 6:** Program/Project Management

☐ **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 June 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 (Supervisory) 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: Supervision

This portion of the Energy Resources Specialist III (Supervisory) exam is designed to assess your ability to effectively handle a variety of situations related to supervision of employees. As an

Energy Resources Specialist III (Supervisory) candidate, you should be able to conduct performance evaluations; supervise, direct and plan the work activities of the unit; implement corrective actions; guide recruitment, along with the training and development of employees. You must be capable of contributing to the Energy Commission's Equal Employment Opportunity program; apply knowledge of supervision techniques; consult and advise on a wide variety of subjects.

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 principles and techniques of supervision and management of employees.

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.) Ability to lead by positive example when managing the employees of the work unit or division.

2a.) 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: _____

3.) Guide subordinate staff to manage time and set priorities for the completion of work assignments.

3a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.

4.) Work with staff when completing performance evaluations by discussing their performance, identifying areas for improvements and providing recognition for their accomplishments.

4a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

5.) Coach subordinate employees by offering guidance in order to improve performance, productivity, and expertise.

5a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

Name: _____

6.) Recruit potential candidates for positions within the unit by ensuring duty statements are current and screening applications of potential candidates.

6a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

7.) Conduct hiring interviews with candidates for employment and/or promotion to ensure that those candidates selected possess the required qualifications.

7a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

8.) Identify the level and type of training needed by subordinate staff relating to the tasks of the given classification.

8a.) How would you describe your level of expertise in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

Name: _____

9.) Conduct meetings with employees to communicate information necessary for successful job performance.

9a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.

10.) Skill to promote positive, cooperative, professional working relations among staff.

10a.) How would you describe your <u>skill level</u> for the task 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.

11.) Provide challenging work assignments to employees in order to develop employee expertise and maintain employee interest in the job.

11a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

12.) Follow progressive disciplinary process by ensuring all steps are taken following departmental and state rules/laws.

12a.) How would you describe your <u>knowledge</u> 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: _____

13.) Adjust interpersonal approaches to suit different people and situations.

13a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

14.) Resolve performance problems by planning corrective measures to improve employee performance.

14a.) How would you describe your <u>knowledge</u> 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).

15.) Develop employee decision-making skills.

15a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

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

16a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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: _____

17.) Skill to effectively apply management and leadership principles and techniques within the work group to ensure a productive, professional working environment and to provide for efficient completion of work tasks and assignments.

17a.) How would you describe your <u>skill level</u> for the task 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.

Task Area 2: Communication (Verbal, Written, and 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 (Supervisory) 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 polices.

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.

18.) Skill to review the written work products of others, with great attention to detail, by taking into account content accuracy, format and grammar.

18a.) How would you describe your <u>skill level</u> for the task 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: _____

19.) Skill to interpret ambiguous assignments to subordinates in order to give them a clear understanding of the assignment's purpose.

19a.) How would you describe your <u>skill level</u> for the task 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.

20.) Skill to comprehend reports, memos, manuals, and other job-related materials and documents.

20a.) How would you describe your <u>skill level</u> for the task 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.

21.) Skill to build consensus through negotiations sufficient to resolve a variety of issue

21a.) How would you describe your <u>skill level</u> for the task 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.

22.) Skill to establish and maintain cooperative relations with departmental employees, the public and other State agencies.

22a.) How would you describe your <u>skill level</u> for the task 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: _____

23.) Skill to write clear and concise reports, policies, procedures, and/or correspondence by expressing facts and ideas in a succinct and organized manner.

23a.) How would you describe your <u>skill level</u> for the task 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.

24.) Skill to communicate with supervisors and management in order to share information needed for various job-related programs.

24a.) How would you describe your <u>skill level</u> for the task 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.

25.) Skill to orally present findings and recommendations to various groups concerning a particular project or program by offering empirical support for the validity and effectiveness of the project or program.

25a.) How would you describe your <u>skill level</u> for the task 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.

26.) Skill to facilitate meetings by clearly stating the objective of the meeting, generating brainstorming sessions, providing an agenda to meeting members, and directing discussions to ensure all members stay on task.

26a.) How would you describe your <u>skill level</u> for the task 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: _____

27.) Skill to mediate differences of opinion or interest between various groups by ensuring all concerned parties are heard and employing conflict resolution strategies to come to a collaborative agreement for various issues.

27a.) How would you describe your <u>skill level</u> for the task 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.

28.) Skills to orally testify on policies, and major reports before decision-making bodies.

28a.) How would you describe your <u>skill level</u> for the task 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.

29.) Ability to prepare written testimony for regulatory proceedings and other forums.

29a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

30.) Skill to operate presentation software in order to design and deliver effective presentations.

30a.) How would you describe your <u>skill level</u> for the task 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: _____

31.) Ability to introduce change in the work unit in a positive manner to generate support for the changes and to minimize impact or perceived impact on staff.

31a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.

32.) Skill to resolve conflicting priority requests for service provided by the work unit or division.

32a.) How would you describe your <u>skill level</u> for the task 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.

33.) Ability to present policy issues and recommendations in a clear, understandable manner.

33a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.

34.) Ability to interact diplomatically with individuals in response to inquiries into divisional policies, procedures, practices and/or regulatory requirements pertaining to energy issues.

34a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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: _____

35.) Ability to coordinate with local, regional, state and federal agencies, and other stakeholders to assure their input into programs.

35a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

36.) Skill to negotiate and build consensus to achieve mutually acceptable outcomes by identifying common interests, clarifying differences, and achieving consensus or compromise.

36a.) How would you describe your <u>skill level</u> for the task 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.

<u>Task Area 3: Contract/Grant/Budget Management</u>

This portion of the Energy Resources Specialist III (Supervisory) exam is designed to assess your contract and budget skills. As an Energy Resources Specialist III (Supervisory) 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.

37.) Knowledge of basic mathematical principles sufficient to prepare and manage a budget.

37a.) How would you describe your <u>knowledge</u> 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: _____

38.) Skill to oversee the selection of contractors by advising staff on the proper procedures for setting selection criteria and evaluating various contractors' qualifications.

38a.) How would you describe your <u>skill level</u> for the task 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 oversee the management of grants by editing proposals and offering advice to applicants and/or staff who are working with applicants.

39a.) How would you describe your <u>skill level</u> for the task 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.

40.) Skill to oversee the management of contracts by reviewing invoices and contractor's work, giving direction and information to contractors, and/or staff who are working with contractors.

40a.) How would you describe your <u>skill level</u> for the task 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.

41.) Skill to write proposals for grants and/or loans by adhering to format and content requested for loan proposals and sufficiently addressing criteria of grant or loan.

41a.) How would you describe your <u>skill level</u> for the task 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: _____

42.) Ability to evaluate loan or grant programs by determining whether goals of the program have been met.

42a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

43.) Evaluate the work of private contractors for quality, technical accuracy, and timeliness to meet the cost appropriateness of services.

43a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

44.) Administer the budget for the work unit or division to ensure expense categories do not exceed allocated amount.

44a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

Name: _____

Task Area 4: Analysis and Research

This portion of the Energy Resources Specialist III (Supervisory) exam is designed to assess your ability to research information while carefully and successfully analyzing data associated with policy decisions, program development or infrastructure projects. You must be able to review staff documents for accuracy and clarity in conveying information to the intended audience; sometimes this information will be technical in nature. You must understand how to safeguard any information or data necessary to projects or programs.

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.

45.) Skill to delegate assignments to the best-qualified individuals available by matching staff specializations and expertise with the objectives of the assignment.

45a.) How would you describe your skill level for the task 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.) Skill to identify problems relating to the procedures and/or policies of the work unit.

46a.) How would you describe your skill level for the task 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.

47.) Skill to objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.

47a.) How would you describe your skill level for the task 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: _____

48.) Ability to reason logically and creatively in order to resolve complex problems.

48a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

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

49a.) How would you describe your <u>skill level</u> for the task 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.

50.) Skill to analyze and evaluate existing and proposed legislation to determine its impact on programs and policies as well as constituent concerns.

50a.) How would you describe your <u>knowledge</u> 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).

51.) Ability to oversee staff's review of scientific research concerning environmental implications of technology and fuel types in order to provide information to other staff and identify research and development needs.

51a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

Name: _____

52.) Ability to lead special studies to respond to agency or management needs.

52a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.) Ability to develop and maintain knowledge of multiple areas of technical specialization and learn new skills.

53a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

54.) Ability to determine the feasibility and reasonableness of measures to mitigate significant adverse impacts to the environment from a proposed project.

54a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.

55.) Skill to oversee analysis of environmental and engineering effects of a project to protect the environment, public health and safety, and comply with relevant laws, ordinances, regulation standards (LORS).

55a.) How would you describe your <u>skill level</u> for the task 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: _____

56.) Skill to consider future consequences of present decisions or courses of action based on previous experience.

56a.) How would you describe your <u>skill level</u> for the task 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.

57.) Skill to operate database software (e.g., Access ©, Excel ©) sufficient to keep records and statistically analyze data.

57a.) How would you describe your <u>skill level</u> for the task 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.) Ability to maintain the confidentiality of sensitive data, documents and reports.

58a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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 5: Policy Review and Development

This portion of the Energy Resources Specialist III (Supervisory) exam is designed to assess your ability to effectively develop proposals and energy policies. As an Energy Resources Specialist III (Supervisory) 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.

59.) Knowledge of the California Public Resources Code pertaining to energy resources conservation and development.

59a.) 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).

60.) Skill to develop procedures, manuals, and/or guidelines for programs and standards.

60a.) How would you describe your <u>skill level</u> for the task 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 formulate policy recommendations based on a thorough analysis of existing policy and the relative impact of the recommendation on stakeholders.

61a.) How would you describe your <u>skill level</u> for the task 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: _____

62.) Ability to identify the need for new or revised policies by discussing policy options with stakeholders and affected parties.

62a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

63.) Skill to defend the need for a change in policy by presenting a comprehensively researched proposal to concerned parties (e.g., stakeholders, California Energy Commission, etc.).

63a.) How would you describe your <u>skill level</u> for the task 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.) Ability to draft language for state and federal legislation and regulations to reflect Commission policy.

64a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

Name: _____

Task Area 6: Program/Project Management

This portion of the Energy Resources Specialist III (Supervisory) 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 (Supervisory) supervises the 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 supervise 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.

65.) Skill to determine and establish priorities and service levels in the work unit or division.

65a.) How would you describe your skill level for the task 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.

66.) Skill to develop policies and procedures to provide for the effective operation of the work unit or division.

66a.) How would you describe your skill level for the task 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: _____

67.) Skill to include subordinate employees in the planning of work unit operations and activities, determining project deadlines, identifying project resources, and establishing timelines to complete work assignments and projects.

67a.) How would you describe your <u>skill level</u> for the task 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.

68.) Skill to manage time and resources in order to complete projects and assignments on schedule and within established budget.

68a.) How would you describe your <u>skill level</u> for the task 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.

69.) Skill to establish a course of action for self and/or subordinate employees to accomplish specific goals.

69a.) How would you describe your <u>skill level</u> for the task 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.

70.) Skill to coordinate the complex technical work of others.

70a.) How would you describe your <u>skill level</u> for the task 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: _____

71.) Skill to establish project priorities by clearly defining the project's objectives.

71a.) How would you describe your <u>skill level</u> for the task 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.

72.) Skill to effectively utilize an interdisciplinary team when overseeing a project or program.

72a.) How would you describe your <u>skill level</u> for the task 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.) Skills to effectively use all available resources.

73a.) How would you describe your <u>skill level</u> for the task 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.

74.) Ability to work on multiple projects and assignments within the same given time frame.

74a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

Name: _____

75.) Ability to work under the pressure of tight timelines when completing projects or assignments.

75a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

76.) Ability to translate broad vision objectives into feasible project(s) by designing the program plan and assignments to meet objectives.

76a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.) Ability to prepare annual program work plans by identifying detailed program work objectives, standards, and projected completion dates.

77a.) How would you describe your readiness to perform the above task?

- ☐ 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.

78.) Ability to oversee staff's development of benefit/cost analysis of a product, project, or program.

78a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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: _____

79.) Ability to balance assignments among subordinate staff to ensure equitable workloads.

79a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.

80.) Ability to act as office lead in assigned work projects.

80a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.

81.) Ability to establish short-term and long-term goals of the work unit.

81a.) How would you describe your <u>readiness</u> to perform the above task?

- ☐ 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.) Skill to use project management software (such as MS Project) to plan and implement project schedules.

82a.) How would you describe your <u>skill level</u> for the task 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: _____

83.) Ability to be flexible in adapting to changes in priorities, work assignments, and other interruptions which may impact pre-established courses of action for completing or progressing with projects and assignments.

83a.) How would you describe your <u>level of expertise</u> in the above task?

- ☐ A. I have little or no experience related to this task but would be willing to learn.
- ☐ B. I have introductory skills in this area; I can perform this task with supervision.
- ☐ C. I have moderate skills in this area; I can generally perform this task independently but may require some additional training.
- ☐ D. I have advanced skills in this area; I can perform this task 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 task.

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

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