



EXAMINATION ANNOUNCEMENT
CALIFORNIA ENERGY COMMISSION
ENERGY COMMISSION SPECIALIST - III
(Efficiency)

OPEN

EXAMINATION PLAN

SUPPLEMENTAL QUESTIONNAIRE – WEIGHTED 100%. The entire examination will consist of a Supplemental Questionnaire. The Supplemental Questionnaire is designed to elicit a range of specific information regarding each candidate’s knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Responses to the Supplemental Questionnaire will be evaluated using predetermined rating criteria; therefore, it is imperative that you put time and effort into completing the Supplemental Questionnaire. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

All internet postings of this bulletin have the Supplemental Questionnaire attached at the end (Please scroll down).

FILING INSTRUCTIONS

CONTINUOUS TESTING – NO FINAL FILING DATE – Testing is considered continuous as state applications (STD 678) and Supplemental Questionnaires will be accepted on a continuous basis. You may apply only once in any consecutive 12 month period. Applications and Supplemental Questionnaires will be reviewed and scored once per month with a cutoff date of the 15th of each month. All applications received after the 15th will be held until the following month. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

FILE BY MAIL OR IN PERSON WITH:

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

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

DO NOT SEND SUPPLEMENTAL QUESTIONNAIRE AND STATE APPLICATION TO THE DEPARTMENT OF HUMAN RESOURCES

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

A mandatory Supplemental Questionnaire must be completed and submitted with a standard State application (STD 678). Applications received without the Supplemental Questionnaire or vice versa will not be accepted. If you have any questions, please call (916) 653-6532.

SALARY RANGE

\$6006 - \$7471 (as of 7/2015)

ENERGY COMMISSION SPECIALIST III – (EFF)
BJ30 – 4937

www.energy.ca.gov
(916) 653-6532

Final File Date: Continuous Testing

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

**SPECIAL TESTING ARRANGEMENTS**

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

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

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

**MINIMUM QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as ‘Either’ I ‘or’ II ‘or’ III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Please note: When combining patterns all experience converts to the largest experience requirement.**

**Either I**

One year of experience in the California State service performing efficiency duties in areas related to energy conservation, load management and efficiency measures, building and appliance standards and regulations; energy cost effectiveness and savings measures; including duties such as energy cost effectiveness, end use modeling, and estimates of energy and savings impacts at a level of responsibility equivalent to Energy Commission Specialist II.

**Or II**

Two years of experience in the California State service performing efficiency duties in areas related to energy conservation, load management and efficiency measures, building and appliance standards and regulations; energy cost effectiveness and savings measures; including duties such as energy cost effectiveness, end use modeling, and estimates of energy and savings impacts at a level of responsibility equivalent to Energy Commission Specialist I.

**Or III**

**Experience:** Six years of responsible technical experience in one or more of the areas described in Pattern I above, including five years of experience above the trainee level. Experience in the California state service applied toward this pattern must include at least one year performing the duties in a class with a level of responsibility equivalent to Energy Commission Specialist II. (A master’s degree in a field related to one of the specialties may be substituted for one year of the required experience; while a doctoral degree may be substituted for two years of the required experience. Only one postgraduate degree may be counted towards experience. Completion of dissertation research for a doctoral degree in a field appropriate to one of the Energy Commission’s specialties may be substituted for up to one year of the required experience.)

**AND**

**Education:** 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.

**THE POSITION**

**Energy Commission Specialist III (Efficiency)** This is the highest level of specialist assignment in the series intended to accommodate the broadest and most advanced levels of expertise required and to act as a technical advisor to the Commission on program and policy issues.

Incumbents provide expert consultation in a broad range of technical and functional areas of policy development to top administration; make policy recommendations affecting program direction; and provide testimony to legislative bodies, outside agencies and Commission committees.

**Positions exist in Sacramento with the California Energy Commission.**

**SCOPE**

To evaluate each competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Supplemental Questionnaire will be to measure competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF**

1. A wide range of energy technologies and associated conservation programs, efficiency standards, end-use forecasting methodologies and related conservation issues;
2. Assessment of energy efficiency of buildings and appliances;
3. Energy demand forecasts and supply analyses, energy policy issues affecting or resulting from end-use energy technology development, and end-use energy project management techniques;
4. California Public Resource Code pertaining to energy resources conservation and development;
5. Principles of physical sciences and engineering involved in fuels and energy production, transmission, utilization, and conservation;
6. Principles of econometric, engineering and end-use energy demand forecasting, conservation impacts forecasting, new demand-reducing technologies growth forecasting, computer modeling, data base development and monitoring, utility and other end-use forecasting methods;
7. Commercially available energy conservation and alternative energy generation technologies;
8. Principles of engineering economics, financial analysis, and economic theory as it pertains to energy supply and demand;
9. Energy technology costs and cost-accounting methods;
10. Industrial energy conversion technologies, thermodynamic analysis of heat loads in buildings, and direct energy use surveys;
11. General provisions of social and economic implications of fuels and energy demand forecasting, resources planning and conservation program implementation;
12. Recent research and development projects in the fields of electrical and other energy sources, and end-use systems and technologies;
13. Principles and procedures of environmental impact assessment, energy supply and demand forecasting, safety standards review and assessment, and energy utilization and conservation program standards design and monitoring;
14. Principles of program evaluation and planning, and energy policy analysis and formulation;
15. Decision theory, probabilistic risk assessment, and techniques of comparative evaluation;
16. Federal, State and local governments and building and appliance industry involved in energy efficiency, conservation, end-use forecasting, research and regulation.
17. A variety of analytical and research techniques to resolve complex and policy sensitive issues and technical problems;
18. Significant trends and issues reported in the energy literature;
19. Theory and practice of utility planning and regulation, in general, and as implemented in California;
20. Energy efficiency, conservation, planning, forecasting and research methods including problem definition, data acquisition, and analytical techniques;
21. Other Federal, State and local energy-related environmental goals, policies and organizations.

**ABILITY TO**

1. Reason logically and creatively and use a variety of analytical and research techniques to resolve complex fuels development, energy conservation and development problems, develop and use complex computer programs and end-use forecasting models;
2. Develop and evaluate alternatives;
3. Perform policy analysis and formulate policy recommendations;
4. Act as team or project leader;
5. Manage contracts;
6. Analyze energy data and present ideas and information effectively both orally and in writing;
7. Ability to design, develop, and recommend construction, maintenance, and operational features in buildings and appliances to maximize energy efficiency;
8. Acquire and prepare energy use and other data relevant to energy demand forecasting and end-use issues;
9. Evaluate and quantify the effect of conservation programs on energy demand;
10. Present ideas and analysis cogently and effectively, consult with and advise Office Managers, Division Administrators, Commissioners and other interested members of the State energy community on a wide variety of energy efficiency and conservation subject-matter areas;
11. Gain and maintain the confidence and cooperation of those contacted during course of work;
12. Analyze situations accurately, take effective actions, and act independently within the guidelines set forth by the Commission;
13. Coordinate the complex technical work of others, act as a team or conference leader to analyze the more technical and complex situations accurately and take effective action;
14. Establish and maintain project priorities;
15. Effectively employ computer techniques for problem solving;
16. Testify as subject-matter expert (energy efficiency, conservation, appliance standards, building standards, energy policies, major Commission policy reports) before the Commission and other groups;
17. Serve as the Commission's top adviser in such areas.

**ELIGIBLE LIST INFORMATION**

Names of successful competitors are merged into an established list in order of final score regardless of date. Eligibility expires twelve (12) months after it is established.

**VETERANS PREFERENCE**

WILL NOT BE GRANTED IN THIS EXAMINATION

**CAREER CREDITS**

WILL NOT BE GRANTED IN THIS EXAMINATION

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

**GENERAL INFORMATION**

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

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

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

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

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

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

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

**HOW TO APPLY FOR VETERANS' PREFERENCE**

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

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

**DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES**

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

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

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



**CALIFORNIA ENERGY COMMISSION  
SELECTION TRAINING AND EEO OFFICE  
ENERGY COMMISSION SPECIALIST II and/or III (EFF)  
SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

The Energy Commission Specialist II & III (EFF) examinations are being given on an open basis. Both examinations will consist solely of this Supplemental Application Questionnaire.

**This questionnaire is your entire exam** and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials **will not be evaluated or considered*** as responses to items in the Supplemental Application Questionnaire. **NOTE:** Failure to meet the entrance requirements and/or to complete this questionnaire accurately will result in elimination from this examination.) *Candidates who fail to follow the instructions and/or **who solicit input or assistance from others to complete this questionnaire** will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION QUESTIONNAIRE FOR YOUR RECORDS. The California Energy Commission will NOT provide you a copy of your supplemental application questionnaire.

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand that the information provided by me (without assistance from others) on this Supplemental Application Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

EXAMINATION TITLE: \_\_\_\_\_

The completed Supplemental Application Questionnaire **and** Standard State Application (STD. 678) can be personally hand delivered and/or mailed to:

**California Energy Commission  
Selection, Training and EEO (ECS II & III (EFF))  
1516 9<sup>th</sup> Street, MS-52  
Sacramento, CA 95814**

Facsimile (FAX) or electronically mailed (e-mail) applications will not be accepted

Failure to submit your Supplemental Application Questionnaire **with** your Standard State Application (STD. 678) will result in elimination from the examination.

# Energy Commission Specialist II and/or III (EFF)

## Supplemental Application Questionnaire

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### PART I - EMPLOYMENT HISTORY

Instructions: Please list your employers as it relates to the Energy Commission Specialist II & III (EFF) positions. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked. You may include additional pages if necessary.

#### EXPERIENCE CODE A

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

#### EXPERIENCE CODE B

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

#### EXPERIENCE CODE C

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

#### EXPERIENCE CODE D

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

# Energy Commission Specialist II and/or III (EFF)

## Supplemental Application Questionnaire

### PART II - WORK EXPERIENCE

The **Energy Commission Specialist II (EFF)** positions are identified by top Commission management as requiring the service of the most highly skilled practitioners who serve as prime resources and innovators in energy-related subjects which are the most sensitive and complex due to the rapid development in the subject area, extremely high legislative and media attention and multi-state impact. Incumbents provide expert guidance on highly complex and technical problems; and provide expert consultation services within their area of expertise. Incumbents may also serve as project leaders to address broad national issues such as global warming. Such major projects are characterized by their multidisciplinary scope and interstate impact.

The **Energy Commission Specialist III (EFF)** is the highest level of specialist assignment in the series intended to accommodate the broadest and most advanced levels of expertise required and to act as a technical advisor to the Commission on program and policy issues. Incumbents provide expert consultation in a broad range of technical and functional areas of policy development to top administration; make policy recommendations affecting program direction; and provide testimony to legislative bodies, outside agencies and Commission committees.

### Instructions

**Step 1:** In the *Experience Code* column, use the codes from PART I of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

**Step 2:** For each item listed on pages 4 & 5, in rows “1” through “10,” place an “X” in the column that most accurately represents the experience you have and the amount of time your experience represents.

### SAMPLE

		CODE	EXPERIENCE				AMOUNT OF TIME			
		Experience Code(s)	I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	When I typically performed this task on the job I was under normal supervision.	When I typically performed this task on the job I worked independently	I possess less than one (1) year of experience at the experience level checked.	I possess one (1) to three (3) years of experience at the experience level checked.	I possess four (4) to five (5) years of experience at the experience level checked.	I possess more than five (5) years of experience at the experience level checked.
1.	<b>(Sample Item)</b> Prepares reports for company.	<b>A &amp; C</b>				<b>X</b>			<b>X</b>	

# Energy Commission Specialist II and/or III (EFF) Supplemental Application Questionnaire

## PART II-WORK EXPERIENCE (CONTINUED)

PRINT NAME \_\_\_\_\_

**INSTRUCTIONS:** In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Place an “X” in the column that most accurately represents the **experience** you have and the **amount of time** your experience represents.

		CODE	EXPERIENCE				AMOUNT OF TIME			
		Experience Code(s) (FROM PART I)	I have had no education, training, or experience with this.	I have had education or training, but no application on the job.	When I performed this task on the job I was under normal supervision.	When I typically performed this task on the job I worked independently.	I possess less than one (1) year of experience at the experience level checked.	I possess one (1) to three (3) years of experience at the experience level checked.	I possess four (4) to five (5) years of experience at the experience level checked.	I possess more than five (5) years of experience at the experience level checked.
1.	Provide direction to team when analyzing and making recommendations on program strategy including market analysis, stakeholder impact and focus of collaborative efforts.									
2.	Write reports in English using proper grammar, punctuation, format, and transitions in order to effectively convey important and possibly complex information via written materials.									
3.	Prepare issue papers that discuss and recommend policy options in order to inform concerned parties of the need to revise existing or implement new policy.									
4.	Present to various groups by employing appropriate public speaking skills and techniques (e.g., tone, gestures, grammar, enunciation, etc.), to effectively communicate information in various settings (e.g., hearings, trainings, staff meetings, etc.).									
5.	Manage contracts by hiring contractors, auditing invoices, and evaluating contractor reports.									
6.	Manage grants and funding related to area of specialization (e.g. schools, local government, industry, etc.) within the energy efficiency division.									
7.	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.									

**PART II-WORK EXPERIENCE (CONTINUED)**

		CODE	EXPERIENCE				AMOUNT OF TIME			
<p><b>INSTRUCTIONS:</b> In the <i>Experience Code</i> column, use the codes from <b>PART I</b> of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Place an “X” in the column that most accurately represents the <b>experience</b> you have and the <b>amount of time</b> your experience represents.</p>		Experience Code(s) (FROM PART I)	I have had no education, training, or experience with this.	I have had education or training, but no application on the job.	When I performed this task on the job I was under normal supervision.	When I typically performed this task on the job I worked independently.	I possess less than one (1) year of experience at the experience level	I possess one (1) to three (3) years of experience at the experience level	I possess four (4) to five (5) years of experience at the experience level	I possess more than five (5) years of experience at the experience level
8.	Coordinate the preparation and analysis of trends and patterns of energy use as they relate to societal costs and benefits, energy consumption, and economic, technical and environmental feasibility. Energy use maybe related to one or more building sectors, water, agriculture, appliances, electronics and/or major equipment.									
9.	Mediate interpersonal differences between various groups by ensuring all concerned parties are heard and employing conflict resolution strategies to come to a collaborative agreement on various issues.									
10.	Listen to issues raised by concerned parties in order to address their concerns and understand how they relate to existing policy and standards.									

# Energy Commission Specialist II and/or III (EFF)

## Supplemental Application Questionnaire

### PART III – NARRATIVE QUESTIONS

#### Instructions

- Candidates for the ECS II level need to provide a narrative response to questions 1 and 2.
- Candidates for the ECS III level need to provide a narrative response to questions 1, 2, and 3.

Question	II Level	III Level
# 1	X	X
# 2	X	X
# 3		X

- Your response to each question **must be typed** in Arial, using 12 point font or larger.
- Your response to question 1 and 2 must be limited to two (2) pages per question for a total of four (4) pages. Your response to question 3 must be limited to three (3) pages for a total of no more than seven (7) pages.
- Answer each question on a separate page using the instructions in the bullets above. Indicate the corresponding number for each response.
- Each page should include the name of the examination, your name, and date.

### **SAMPLE**

**Energy Commission Specialist II and/or III (EFF)**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Question #1. ....**

# Energy Commission Specialist II and/or III (EFF)

## Supplemental Application Questionnaire

### PART III – NARRATIVE QUESTIONS

#### Question # 1

Assume it is mid-winter, the South Coast Air Quality Management District declares an air quality emergency, due to high, year-round air pollutant concentrations in the region. The District rules that older, boiler-based thermal power plants must shut down to undergo extensive, multi-year retrofits before they may operate again. It is unclear how many years this work will require. The Deputy Director selects you to draft a high priority plan within three months to use demand-side initiatives to deal with the problems that shutting down these power plants will cause.

Please describe your plan and include the following:

- the technical and practical considerations you would include when selecting options to mitigate the problem
- the type of analyses or evaluations you would conduct
- the types of programs and initiatives you would recommend the State pursue in the near term and over the long run

## **Question # 2**

The Deputy Director calls you in and asks you to lead an interdivisional project to develop a report on how the Commission can help local agencies reduce green house gas emissions.

- **Please describe in detail the steps you would take to manage the project to insure it meets the assigned deadline.** Taking into consideration the following facts: 1. You have a team member that is chronically late with assignments. 2. You have been hearing informally that your team mission expanded and there are no additional resources.

### **Question # 3 Energy Commission Specialists III (Efficiency) ONLY**

Climate change is a major issue facing California and the state has initiated several activities to address mitigating or adapting to the affects of climate change. The Energy Commission is the lead agency for many of these actions and involved in the implementation of many others.

**a) Describe the connection between climate change and natural gas and electricity use.** (include in your response the value of energy efficiency and renewable as a mitigation or adaption strategy to the effects of climate change.)

**b) What partners (both government and non-government) will the Energy Commission need to work with to achieve the state's climate change goals and how can the Energy Commission work with these partners to successfully implement energy efficiency measures and strategies?**

c) Both the Energy Commission and the Public Utilities Commission have responsibilities for portions of the state's energy efficiency efforts. **Describe the driving considerations each agency must take into account in implementing their responsibilities and how these considerations complement or conflict with each other. What mechanisms can the Commissions use to execute their responsibilities?**