ELECTRIC GENERATION SYSTEM SPECIALIST III

Exam Code: 9ERAC

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

Classification Details

Electric Generation System Specialist I - $8,675 - $10,862* (As of July 1, 2019) per month. (This classification receives a monthly $300.00 retention bonus. This bonus is not part of the official salary and does not count toward determining retirement benefits.)

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

View the Electric Generation System Specialist III classification specification

Filing Instructions

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

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

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

Who Should Apply:

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

How To Apply:

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

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

FILE BY MAIL OR IN PERSON AT:

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

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

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

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

Special Testing Arrangements

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

You will be contacted to make specific arrangements.

Contact Information

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

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

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

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

Requirements for Admittance into the Examination

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

Examination Scope

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

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

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

Career Credits will not be accepted in this examination.

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

Preparing for the Examination

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

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

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

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

Minimum Qualifications

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

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

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

All Levels:

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

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

Pattern I

One year of experience in the California state service performing electric generation energy-related duties in a class with a level of responsibility equivalent to that of Electric Generation System Specialist II.

OR

Pattern II

Two years of experience in the California state service performing electric generation energy-related duties in a class with a level of responsibility equivalent to that of Electric Generation System Specialist I.

OR

Pattern III

Five years of progressively responsible technical professional experience in electric generation system planning, design, evaluation, or operation, including four years of experience above the trainee level. (A Master's Degree in Engineering, Environmental Sciences, Mathematics, Economics, Computer Sciences, or other closely related field may be substituted for one year of the required experience.) Individuals with two different recognized graduate degrees (each of which constitutes a full degree program in one of the areas shown above) may substitute this achievement for two years of experience. (Experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to that of Electric Generation System Specialist II.)

The Position

This is the full supervisory level. Incumbents typically supervise a group of electric generation specialists and have major program responsibilities. Typically, as a full supervisor, incumbents report to an Office Manager responsible for one of the Commission's major programs, or report to a Division Administrator when supervising one of the division's major support programs. Incumbents spend their time supervising and managing activities rather than personally performing work which can be done by a journeyperson or program specialist.

Positions exist in Sacramento with the California Energy Commission.

Knowledge and Abilities

A. Knowledge of:

1. California Public Resources Code pertaining to energy conservation and development.
2. Design and operation of existing electrical generating facilities (nuclear, coal, oil, combustion, and hydro), advanced electrical generating technologies.
3. Generation expansion modeling techniques and approaches.
4. System planning and operation.
5. Power system economics alternative generation technologies and environmental consequences of generation facility construction and operation.
6. Environmental and economic aspects of various fuel types.
7. Departmental and State of California affirmative action and upward mobility programs and goals.
8. Principles, practices and trends of management and supportive services such as budget, personnel, planning, program evaluation or related areas.
9. Principles and practices of employee supervision, development and training
10. Program management, formal and informal aspects of the legislative process.
11. Administration and environmental goals and policies.
12. Governmental functions and organization at the State and local level.
13. Commission's Affirmative Action Program objectives.
14. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

B. Ability to:

1. Evaluate alternative generation methods.
2. Develop viable resource plans and supply mix strategies.
3. Analyze environmental and economic impacts.
4. Evaluate utility proposed resource plans for compatibility with electrical demand forecast.
5. Design and use mathematical modeling techniques for use in generation system planning.
6. Develop and present oral and written testimony in resource planning and environmental impacts.
7. Analyze energy and electricity data and develop technical information both orally and in writing.
8. Consult with and advise Office Managers, Division Administrators and Commissioners on a wide variety of electric generation system planning subject-matter areas.
9. Coordinate the work of others.
10. Act as a team or conference leader.
11. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial problems.
12. Review and edit written reports.
13. Utilize interdisciplinary teams effectively in the conduct of studies.
14. Manage a complex energy program.
15. Establish and maintain project priorities.
16. Develop and effectively utilize all available resources.
17. Effectively contribute to the Commission's affirmative action 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.

ELECTRIC GENERATION SYSTEM SPECIALIST III

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 (2) two sections in the examination.

☐ **Section 1: Task Ratings**

- **EXPERIENCE/EDUCATION**: Using the Experience/Education Scale, select the option that corresponds with the total number of years you have performed the item.
- **FREQUENCY**: Using the Frequency Scale, select the option that corresponds with the number of times you have performed the item.

☐ **Section 2: Knowledge, Skills, and Abilities (KSAs) Ratings**

- **EXPERIENCE/EDUCATION**: Using the Experience/Education Scale, select the option corresponds with the total number of years you have applied the item.

☐ **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 March 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 Electric Generation System Specialist III 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 in the California state service performing electric generation energy-related duties in a class with a level of responsibility equivalent to that of Electric Generation System Specialist II.

Or II

Two years of experience in the California state service performing electric generation energy-related duties in a class with a level of responsibility equivalent to that of Electric Generation System Specialist I.

Or III

Experience: Five years of progressively responsible technical professional experience in electric generation system planning, design, evaluation, or operation, including four years of experience above the trainee level. (A Master's Degree in Engineering, Environmental Sciences, Mathematics, Economics, Computer Sciences, or other closely related field may be substituted for one year of the required experience.) Individuals with two different recognized graduate degrees (each of which constitutes a full degree program in one of the areas shown above) may substitute this achievement for two years of experience.

(Experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to that of Electric Generation System Specialist II.)

Name: _____

Section 1: Task Rating

Respond to each of the following items by indicating how the statement applies to you. Please reference any paid and/or unpaid experience (e.g., employment, training, education, volunteer work, etc.).You are required to respond to every question with **one** selected answer. Questions marked with more than one answer or left blank will be marked incorrect.

1.) Provide information and supporting data to management, policy makers, stakeholders, and/or the public to be included in official reports on energy-related issues.

1a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

1b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

2.) Prepare reports or sections of reports on energy-related issues to supply policy makers information needed to implement policy and/or assist in the development of policy documents (i.e., Integrated Energy Policy Report).

2a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

2b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

Name: _____

3.) Prepare plans, solicitations and/or regulations to achieve climate and/or energy goals.

3a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

3b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

4.) Coordinate with appropriate staff to develop reports.

4a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

4b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

5.) Work in a team to perform a study or review of literature in order to produce a policy document on various energy topics.

5a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

Name: _____

5b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

6.) Draft memos for review and consideration by management and policy makers regarding energy-related issues to inform, request direction, or request approval of an action.

6a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

6b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

7.) Summarize workshops, reports, proceedings, and/or comments on energy-related issues.

7a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

7b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

Name: _____

8.) Engage with other agencies on energy-related topics.

8a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

8b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

9.) Prepare and give presentations for staff and management on energy-related issues.

9a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

9b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

10.) Present materials for executive management decisions in a public setting or to external audiences.

10a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

Name: _____

10b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

11.) Participate in meetings and/or workshops on policies or programs.

11a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

11b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

12.) Coordinate with stakeholders to evaluate modeling, analysis, programs, and/or procedures to identify any issues.

12a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

12b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

Name: _____

13.) Communicate with others (e.g., staff, management, stakeholders, the public, etc.) to provide or exchange information on a wide variety of energy-related topics.

13a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

13b.) How many times have you performed the above task? (Choose one)

- ☐ A. 10 or more times
- ☐ B. 6-9 times
- ☐ C. 2-5 times
- ☐ D. At least 1 time
- ☐ E. I have never performed this task

14.) Analyze, summarize, and/or provide recommendations regarding legislative bills for features that may have energy, economic and/or health/safety impacts.

14a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

14b.) How many times have you performed the above task? (Choose one)

- ☐ A. 10 or more times
- ☐ B. 6-9 times
- ☐ C. 2-5 times
- ☐ D. At least 1 time
- ☐ E. I have never performed this task

Name: _____

15.) Analyze, summarize, and/or provide recommendations regarding legislative bills for features that may have energy, economic and/or health/safety impacts.

15a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

15b.) How many times have you performed the above task? (Choose one)

- ☐ A. 10 or more times
- ☐ B. 6-9 times
- ☐ C. 2-5 times
- ☐ D. At least 1 time
- ☐ E. I have never performed this task

16.) Research and/or collect energy-related data to use in modeling, databases, and/or official reports.

16a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

16b.) How many times have you performed the above task? (Choose one)

- ☐ A. 10 or more times
- ☐ B. 6-9 times
- ☐ C. 2-5 times
- ☐ D. At least 1 time
- ☐ E. I have never performed this task

Name: _____

17.) Analyze current and historical energy-related data necessary to perform modeling and/or prepare official reports.

17a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

17b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

18.) Monitor and assess current events related to the energy industry.

18a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than five years
☐ B. More than three years and up to five years
☐ C. More than one year and up to three years
☐ D. More than six months and up to one year
☐ E. Zero to six months

18b.) How many times have you performed the above task? (Choose one)

☐ A. 10 or more times
☐ B. 6-9 times
☐ C. 2-5 times
☐ D. At least 1 time
☐ E. I have never performed this task

Name: _____

19.) Oversee the work of technical staff and/or project managers to ensure that end services (e.g., analysis, policy report, staff assessments, filings, and publications, etc.) are delivered on schedule.

19a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

19b.) How many times have you performed the above task? (Choose one)

- ☐ A. 10 or more times
- ☐ B. 6-9 times
- ☐ C. 2-5 times
- ☐ D. At least 1 time
- ☐ E. I have never performed this task

20.) Oversee the work of consultants, staff and/or contractors in specialized services.

20a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

20b.) How many times have you performed the above task? (Choose one)

- ☐ A. 10 or more times
- ☐ B. 6-9 times
- ☐ C. 2-5 times
- ☐ D. At least 1 time
- ☐ E. I have never performed this task

Name: _____

21.) Conduct meetings with staff, contractors, stakeholders, and/or consultants to communicate information.

21a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

21b.) How many times have you performed the above task? (Choose one)

- ☐ A. 10 or more times
- ☐ B. 6-9 times
- ☐ C. 2-5 times
- ☐ D. At least 1 time
- ☐ E. I have never performed this task

22.) Promote positive, cooperative, and professional working relations among staff.

22a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

22b.) How many times have you performed the above task? (Choose one)

- ☐ A. 10 or more times
- ☐ B. 6-9 times
- ☐ C. 2-5 times
- ☐ D. At least 1 time
- ☐ E. I have never performed this task

23.) Complete documentation (i.e., weekly status reports) to summarize project status.

23a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

Name: _____

23b.) How many times have you performed the above task? (Choose one)

- ☐ A. 10 or more times
- ☐ B. 6-9 times
- ☐ C. 2-5 times
- ☐ D. At least 1 time
- ☐ E. I have never performed this task

Continue to Knowledge, Skills and Abilities section on the next page

Name: _____

Section 2: Knowledge, Skills, and Abilities (KSAs) Ratings

Respond to each of the following items by indicating how the statement applies to you. Please reference any paid and/or unpaid experience (e.g., employment, training, education, volunteer work, etc.).You are required to respond to every question with **one** selected answer. Questions marked with more than one answer or left blank will be marked incorrect.

24.) Ability to orally present findings and recommendations to various groups. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

25.) Ability 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. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

26.) Ability to mediate differences of opinion or interest. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

27.) Ability to advise decision makers on energy-related subjects. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

Name: _____

28.) Ability to listen effectively in both one-on-one situations and group settings to ensure that information being communicated is received and considered appropriately before any response is offered. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

29.) Ability to write English using proper grammar, punctuation, and format. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

30.) Ability to write clearly and concisely by expressing facts and ideas in a succinct and organized manner understandable to the general public. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

31.) Ability to effectively communicate ideas and concepts orally. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

32.) Ability to edit complex technical and other written reports. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

Name: _____

33.) Ability to comprehend written reports, memos, manuals, and other job related materials and documents. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

34.) Ability to establish and/or maintain cooperative relationships with others (e.g., departmental employees, the public, other agencies, etc.). I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

35.) Ability to work interpersonally with others as a program/team leader. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

36.) Ability to act independently with minimal supervision for completion of routine work assignments. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

37.) Ability to manage time and resources to complete projects and assignments on schedule. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

Name: _____

38.) Ability to work on multiple projects and assignments within the same given time frame. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

39.) Ability to perform job duties under urgent and/or emergency conditions with little or no input from others in decisions made, tasks completed and/or priority of tasks completed. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

40.) Ability to sufficiently operate word processing software (e.g., Word, Outlook, etc.) to appropriately format and write reports and correspondence. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

41.) Ability to operate database software (e.g., Access, SQL, etc.) and/or analytical tools (e.g., excel, Python, etc.) sufficient to keep records and analyze data. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

42.) Ability to conduct independent energy research. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

Name: _____

43.) Ability to reason logically and creatively in order to resolve complex energy-related issues and problems. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

44.) Ability to identify and evaluate problems and issues relating to work unit programs, procedures, business processes, and/or policie. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

45.) Ability to analyze situations to determine and implement effective and appropriate courses of action. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

46.) Ability to organize information during research into a logical, ordered fashion for inclusion in a variety of final products (e.g., reports, correspondence, charts, graphs, presentations, etc.). I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

47.) Knowledge of significant trends and issues reported in the energy literature. I have applied this knowledge for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

Name: _____

48.) Knowledge of environmental and reliability aspects of various energy resources. I have applied this knowledge for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

49.) Ability to read and interpret applicable state and federal laws and regulations to ensure the appropriate application of such standards. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

50.) Ability to interpret ambiguous assignments to create a clear assignment's purpose. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

51.) Ability to determine and maintain priorities. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

52.) Ability to manage time and resources in order to complete projects and assignments on schedule. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

Name: _____

53.) Ability to establish a course of action for self and/or staff to accomplish specific goals. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

54.) Ability to offer constructive criticism to staff and/or team members concerning their work in order to improve the quality of work produces. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

55.) Ability to lead by positive example. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

56.) Ability to effectively manage and utilize an interdisciplinary team when overseeing a project or program. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

57.) Ability to coordinate the complex technical work of others. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

Name: _____

58.) Knowledge of a variety of analytical and research techniques to resolve complex policy sensitive issues and technical problems. I have applied this knowledge for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

59.) Ability to make inferences and develop projections based on available data and information. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

60.) Knowledge of theory and practice of utility planning and regulation in general and as implemented in California. I have applied this knowledge for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

61.) Knowledge of a wide range of energy technologies. I have applied this knowledge for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

62.) Knowledge of the operation of electrical generating facilities (e.g., renewable, natural gas, nuclear, coal, oil, combustion, large hydro, etc.) and distributed energy resources. I have applied this knowledge for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months

Name: _____

63.) Ability to plan for the implementation of new and/or revised programs or projects. I have applied this ability for: (Choose one)

- ☐ A. More than five years
- ☐ B. More than three years and up to five years
- ☐ C. More than one year and up to three years
- ☐ D. More than six months and up to one year
- ☐ E. Zero to six months