CLASSIFICATION: Associate Energy Specialist (TED) - (3 vacancies)  
(Will also consider an Energy Analyst)

TENURE: Permanent

TIME BASE: Full Time

SALARY: $4,400.00 - $5,468.00 – Associate Energy Specialist (TED)  
$2,817 - $4,532 – Energy Analyst

LOCATION: Renewable Energy Division  
Sacramento, CA

FINAL FILING DATE: Until Filled

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at [http://www.energy.ca.gov/careers/jobs.html](http://www.energy.ca.gov/careers/jobs.html)

DUTIES/RESPONSIBILITIES: The Associate Energy Specialist (TED) is under the supervision of the Energy Commission Supervisor II (TED) in the Renewable Energy Division. The Associate Energy Specialist (TED) performs journey level work and assists program leads in a variety of multi-disciplinary renewable energy related technical and analytical work. The incumbent is expected to perform independent, responsible, varied and complex technical and analytical work. The incumbent will also serve as part of a multi-office team and support activities of the Energy Commission’s customer-side renewable energy programs such as the New Solar Home Partnership (NSHP), Senate Bill 1, and the Governor’s Million Solar Roofs Initiative. The incumbent will attend and participate in public workshops and guidebook revisions and adoptions, as well as manage contracts, conduct research, technical analyses and contribute in preparing reports for staff, management, and commissioners. The incumbent will coordinate activities with other stakeholders such as the renewable energy industry, the public, or other state, local agencies and organizations/trade associations on related renewable energy programs.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Knowledge of and ability to analyze renewable energy technologies
- Ability to coordinate the complex technical work of others
- Act as the highest team lead in analyzing more technical and complex situations accurately and take effective action
- Excellent writing skills
- Ability to communicate effectively both orally and in writing
**WORKING CONDITIONS:** The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility** (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #550-321-322-323 and Positions #5500-4056-027; 5500-4056-042, 5500-4056-051 in the explanation section of the STD. 678.

**PLEASE NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant’s name may be removed from the eligibility list.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Jill Ford – RPA #550-321-322-323  
1516 Ninth Street, M.S. #3  
Sacramento, CA 95814  
(916) 653-4521  
personnelservices@energy.ca.gov

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