ASSOCIATE ENERGY SPECIALIST (TECHNOLOGY EVALUATION AND DEVELOPMENT)

Exam Code: 0ERAA

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

Classification Details

Associate Energy Specialist (Technology Evaluation and Development) - $5,509 - $6,847* (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 Associate Energy Specialist (TED) 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 **twelve (12) 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 **twelve (12) 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 California state service performing technology evaluation and development duties in areas related to energy technologies, energy research, development and demonstration projects; advanced combustion technologies; transportation energy technologies and alternative fuels; efficiency improving energy technology and fuels; including duties such as analysis of economic, environmental and public health impacts in California at a level of responsibility equivalent to Energy Analyst, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or Pattern II

Three years of responsible technical experience in one or more of the areas described in Pattern I above, including two years of experience above the trainee level. A master's degree in a field related to one of the specialties may be substituted for one year of 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 specialties may be substituted for up to one year of the required experience.)

The Position

The Associate Energy Specialist (Technology Evaluation and Development) is the full journey-person level in the class series. Incumbents independently perform reasonable, varied and complex technical and analytical work. Positions at this level are nonsupervisory but may serve as lead over lower-level technical and analytical staff.

Positions exist in Sacramento with the California Energy Commission.

Knowledge and Abilities

A. Knowledge of:

1. A wide range of energy technologies and associated deployment and use issues.
2. Energy supply and demand forecasts and analytic methodologies, energy policy issues affecting or resulting from energy technology development, and energy project management techniques.
3. California Public Resource Code pertaining to energy resources conservation and development.
4. Knowledge of principles of physical sciences and engineering involved in energy resource development, conversion, distribution, and conservation.
5. Knowledge of principles of econometric and end-use energy demand forecasting.
6. Knowledge of energy sources and use within the California economy.
7. Knowledge of principles of engineering economics, financial analysis, and economic theory as it pertains to energy supply and demand.
8. Knowledge of energy technology costs and cost-accounting methods.
9. Knowledge of recent research and development projects related to the use of petroleum, natural gas, biomass and other synthetic fuels.
10. Knowledge of energy technology environmental impacts, including emissions, waste streams, volumes and characteristics.
11. Knowledge of energy technology public health impacts, air quality impacts and risk analysis.
12. Knowledge of general provisions of social and economic implications of geothermal, solar, wind and other renewable energy development, technology and fuel demonstrations, resource planning and facility construction.
13. Recent research and development projects in electrical, nuclear, geothermal, and other energy sources and their related fuels and technologies.
14. Knowledge of federal and state energy policy.

15. Knowledge of decision theory, probabilistic risk assessment, and techniques of comparative evaluation, and Federal, State and local government, utilities and private agencies in energy research and regulation.

B. Ability to:

1. Reason logically and creatively, evaluate and apply a variety of analytical and research methods for the purpose of systematic, critical, and thorough analysis of energy problems or prospective issues leading to formulation, testing, or revision of state and/or federal energy policies.
2. Utilize available computer systems for data base and/or computational applications.
3. Manage contracts.
4. Analyze energy data and present ideas and information effectively both orally and in writing.
5. Communicate in both written and oral formats.
6. Prepare and give testimony in planning and regulatory proceedings.
7. Develop and use complex computer programs and analytic models.
8. Develop and evaluate fuel alternatives.
9. Gain and maintain the confidence and cooperation of those contacted during the course of work.
10. Evaluate and quantify the effect of research, development and demonstration programs on energy systems.
11. Analyze situations accurately and take effective actions, and act independently within the guidelines set forth by the Commission.
12. Present ideas and analysis cogently and effectively.
13. Consult with and advise other staff management, Commissioners, or others on the relative merits of specific energy technologies and the impact of various energy policies.

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. Veteran's Preference is not granted once a person achieves permanent civil service status.

ASSOCIATE ENERGY SPECIALIST
(TECHNOLOGY EVALUATION & DEVELOPMENT)

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 two (2) sections in the examination.

☐ **Section 1: Task Ratings**

- **EXPERIENCE/EDUCATION/TRAINING**: 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/TRAINING**: 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 2 of the examination may result in disqualification.

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 Associate Energy Specialist 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 technology evaluation and development duties in areas related to energy technologies, energy research, development and demonstration projects; advanced combustion technologies; transportation energy technologies and alternative fuels; efficiency improving energy technology and fuels; including duties such as analysis of economic, environmental and public health impacts in California at a level of responsibility equivalent to Energy Analyst, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II:

Three years of responsible technical experience in one or more of the areas described in Pattern I above, including two years of experience above the trainee level. A master's degree in a field related to one of the specialties may be substituted for one year of 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 specialties may be substituted for up to one year of the required experience.)

Name: _____

Section 1: Task 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.

1.) Familiar with research techniques, possess strong writing skills, reason logically, and work with spreadsheet software.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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.) Communicate, both orally and in writing with, Office, Division, and/or Commission management on the status of work.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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.) Provide project management and assist program leads in research, analysis, and the implementation of program activities.

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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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.) Perform independent, responsible, varied and complex technical and analytical work.

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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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.) Prepare technical reports, spreadsheets and databases.

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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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.) Collaborate with other program staff, technical specialists, governmental agency representatives and private parties to complete program assignments.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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.) Contributing to strategic planning, developing project work plans, monitoring and reporting on project progress, developing and reviewing specific deliverables.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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.) Provide presentations to office, division, and/or Commission management on status of the project.

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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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.) Analyze projects and accomplish project milestones, and follow up activities as necessary.

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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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

Name: _____

10.) Prepare documentation including decision memos, work statements, budgets, schedules, measurable technical and economic objectives, and other materials necessary to inform and manage work outcomes.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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.) Organize, prepare, make presentations and assist other program staff in writing technical papers, case studies, and workshop presentations.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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

Name: _____

12.) Conducting outreach activities, and interacting with stakeholders and state agencies, utilities and others.

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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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

13.) Establish and maintain a technical and business relationship with the agreement recipient or contractor.

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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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

Name: _____

14.) Identify stakeholder needs, analyze effective messages, approaches and avenues for communication and prepare recommendations for consideration by program leads and management.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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

15.) Lead and host WebEx presentations.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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

Name: _____

16.) Conduct independent and in-depth technical reviews of the work conducted by the contractor.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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

17.) Provide project, contract and grant management and assist program leads in research, analysis, and the implementation of contracts, grants and other related activities.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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

Name: _____

18.) Identify measurable technical and economic objectives to be used to determine project success.

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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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

19.) Prepare and/or oversee funding agreements, work statements, individual work authorizations, budget, and schedules for individual projects, measurable technical and economic objectives to determine project success and ensure projects are in compliance with scope of work.

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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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

Name: _____

20.) Audits, processes and verifies invoices and if necessary, assist in the contract officer in disputing a particular invoice.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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

21.) Review and analyze program data, and collaborate with program lead staff and management to develop necessary reports and written documentation for a variety of external audiences and stakeholders.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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

Name: _____

22.) Prepare write-ups and reports, analysis of options and alternatives, and developing recommendations.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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.) Organize, prepare, and make presentations at workshops, seminars and conferences.

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 four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

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

Name: _____

24.) Provide program results to counterparts at other state agencies and Energy Commission staff from other divisions.

24a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

24b.) 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

25.) Handle any contract/grant disputes that may arise.

25a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

25b.) 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: _____

26.) Verify that all agreement terms and conditions have been met before approving invoices (if necessary, dispute a particular invoice).

26a.) Which of the following BEST describes how many years of experience/training/education you have performing the above task? (Choose one)

☐ A. More than four years
☐ B. More than three years and up to four years
☐ C. More than two years and up to three years
☐ D. More than one year and up to two years
☐ E. One year or less

26b.) 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: _____

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.

27.) Ability to use electronic mail (e-mail) (e.g., GroupWise, Outlook, and Lotus Notes, etc.) to correspond and communicate with a variety of audiences. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

28.) Ability to use word processing software (e.g., Word, WordPerfect, etc.) to prepare reports, memos, correspondence, and other job-related documents and materials. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

29.) Ability to work effectively as part of a group or team unit to complete work tasks and assignments collaboratively, utilizing contributions of all individuals. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

30.) Ability to prioritize individual and multiple work assignments to ensure completion within established timeframes. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

Name: _____

31.) Ability to communicate calmly over the telephone with a distressed or angry individual in order to explain pertinent information. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

32.) Knowledge of syntax and spoken language rules for the English language to formulate proper sentences, communicate in a correct and understandable manner to a variety of audiences, and understand the verbal/written communication in English. I have applied this knowledge for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

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

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

34.) Ability to communicate the status and progress of work assignments, projects, and/or program operations to ensure management's awareness of problems and/or issues. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

Name: _____

35.) Knowledge of basic mathematical principles and concepts (e.g., addition, subtraction, multiplication, division, fractions, percentages, proportions, etc.) to calculate and solve mathematical equations encountered in the course of completing energy assignments and analyses. I have applied this knowledge for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

36.) Ability to interact effectively with superiors, peers, other commission employees, staff from other agencies, and the general public. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

37.) Ability to use spreadsheet software (e.g., Excel, Lotus, QuatroPro, etc.) to compile, compute, and organize data and statistics for use in reports and other tracking activities. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

38.) Ability to use the Internet to conduct online research and obtain information from a variety of sources. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

39.) Ability to maintain a professional demeanor at public and professional meetings (e.g., workshops, hearings, conferences, etc.). I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

Name: _____

40.) 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 four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

41.) Ability to work effectively under stressful conditions and multiple timelines for completing work assignments. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

42.) Ability to professionally interact with individuals from a wide range of cultural backgrounds in the course of completing work tasks and assignments. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

43.) Ability to exercise sound judgment when making decisions to ensure that decisions are based upon the facts and information available, and in accordance with laws, regulations, and Commission objectives. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

44.) Ability to apply techniques for operating presentation software (i.e., Power Point) sufficient to develop and present presentations. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

Name: _____

45.) Ability to understand and follow complex, detailed oral/written instructions and directions for the completion of assigned work tasks. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

46.) Ability to maintain records, data, and documentation of time spent and resources required to complete projects and work assignments to provide information to management for project management purposes and staff/resource planning activities. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

47.) Knowledge of algebraic concepts to perform calculations and solve for unknown values as required in solving mathematical equations. I have applied this knowledge for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

48.) Knowledge of the proper use and operation of basic office equipment and tools (e.g., computers, reproduction machines, printers, telephones, faxes, etc.) to ensure the safe, appropriate use of such equipment in the completion of work activities. I have applied this knowledge for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

Name: _____

49.) Ability to review and edit written materials for completeness, accuracy, and appropriateness to ensure that prepared materials conform to commission standards and accurately, clearly, and concisely document the information presented. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

50.) Knowledge of basic data collection methods and techniques to ensure the accurate collection of meaningful data while conducting fieldwork, library searches, and/or paper and/or phone survey research. I have applied this knowledge for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

51.) Knowledge of U.S. weights and measures/metric units to conceptualize and calculate distances, areas, volumes, amounts, and quantitative data based upon a common frame of reference and to convert between metric units and U.S. units of measure. I have applied this knowledge for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

52.) Knowledge of basic descriptive statistics (e.g., mean, median, standard deviation, etc.) used to analyze, interpret, and report data and information gathered through field measurement, review of historical records, and/or other means to reach accurate conclusions. I have applied this knowledge for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

Name: _____

53.) Ability to recognize the ramifications and possible impact of decisions made and/or actions taken to determine the most appropriate and least disruptive course of action given specific circumstances of the situation. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

54.) Ability to design charts and graphs for use in documenting, explaining, and presenting plans and details regarding a variety of energy-related projects. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less

55.) Ability to read and comprehend a variety of reports, correspondence, and other prepared documents related to energy efficiency, research, facility siting, forecasting, industry standards, regulatory requirements, and statistical data and calculations. I have applied this ability for: (Choose one)

- ☐ A. More than four years
- ☐ B. More than three years and up to four years
- ☐ C. More than two years and up to three years
- ☐ D. More than one year and up to two years
- ☐ E. One year or less