



# ENERGY ANALYST

**Exam Code: 4ERAD**

**Department:** California Energy Commission

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## Classification Details

**Energy Analyst - Range A:** \$3,527 - \$4,319\* (As of July 1, 2019) per month.

**Range B:** \$3,819 - \$4,718\*

**Range C:** \$4,580 - \$5,673\*

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

View [the Energy Analyst classification specification](#)

## Filing Instructions

**CONTINUOUS – NO FINAL FILING DATE** – Testing is considered continuous as dates can be set at any time. You may apply only once in any consecutive 12 month period. Standard State Application (STD.678) will be accepted on a continuous basis and examinations are scheduled quarterly. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

Once you have taken the written 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:**

Applicants must submit a Standard State Application (STD.678) to the address below by the exam cut-off date. Resumes will not be accepted in lieu of a STD 678. Cut-off dates are listed on this exam bulletin below under “Examination Dates”. Standard State Applications (STD 678) must be postmarked or submitted in person no later than cut-off date to be accepted into the next administration. Applications postmarked or submitted after 5:00pm on the cut-off date will not be accepted for any reason, and will be held for the following examination administration date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS or equivalent mobile print technology, are not acceptable proof of the date the application and any other required documents or materials were filed/mailed. Faxed or emailed applications will not be accepted.

## **FILE BY MAIL OR IN PERSON AT:**

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

Indicate the 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 and college degree with graduation/expected graduation dates.

## **DO NOT SEND STANDARD STATE APPLICATION TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

## **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.

## **Examination Dates**

This examination is administered on a quarterly basis. Although applications are accepted continuously, the cut-off dates below for applications must be met for each examination date. Applications submitted after the cut-off date will be accepted into the next scheduled examination.

### Scheduled Examination Dates:

- **Saturday, February 22, 2020**; application cut-off December 27, 2019
- **Saturday, May 30, 2020**; application cut-off March 27, 2020
- **Saturday, August 22, 2020**; application cut-off June 26, 2020
- **Saturday, November 17, 2020**; application cut-off September 25, 2020

### 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 9<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (916) 653-6532  
Email: [Careers@Energy.ca.gov](mailto: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

All applicants must meet the education and/or experience by the written test date. Your signature on your application indicates you have read, understood and possess the basic qualifications required to be admitted to the examination. **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

This examination will consist of a multiple choice examination and a writing exercise. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**Multiple Choice Scope:** (Multiple Choice Examination Weighted 40%)

1. Mathematical calculation

**Writing Exercise Scope:** (Writing Exercise Weighted 60%)

1. Writing skills
2. Analytical techniques

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

**Career Credits will not be accepted in this examination.**

## Preparing for the Examination

A study guide for the examination will be sent to eligible applicants with the Notice to Appear letter closer to the scheduled examination date.

## 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.

### Pattern I

Education: Equivalent to graduation from college with a major in ecology, energy, environment, energy economics, statistics, operations research, planning, land use, engineering, geology, physical or biological science, or a closely related energy field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Work experience performing technical energy related duties may be substituted for the required education with one year of experience being equal to one year of education.)

**OR**

### Pattern II

Experience: Six months of experience in the California State Energy Commission or other State energy programs performing the duties in a class comparable to Management Services Technician, Range B. **AND**

Education: 18 units of college work

## The Position

The class of Energy Analyst is a recruiting and development class for persons qualified to perform analytical work on one or more aspects in a broad range of energy areas as a background for advancement in the field of energy. Incumbents are assigned duties and responsibilities commensurate with their background and training.

An Energy Analyst studies the principles and techniques of the area of work to which assigned and, under supervision, applies them; participates in analytical studies of energy conservation, forecasting, research, siting, planning, or assessment; gathers, tabulates

and analyzes data; interviews and consults with management, employees and others to give and secure necessary information; prepares reports and makes recommendations on procedures, policies and program alternatives; reviews and analyzes proposed legislation and advises management on the impact or potential impact; prepares correspondence.

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

## **Knowledge and Abilities**

### **A. Knowledge of:**

1. Principles, practices, trends, and terminology of energy programs.
2. Governmental functions and organizations.

### **B. Ability to:**

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve energy problems.
2. Develop and evaluate alternatives.
3. Analyze data and present ideas and information effectively both orally and in writing, consult with and advise administrators or other interested parties on a wide variety of subject matter areas.
4. Gain and maintain the confidence and cooperation of those contacted during the course of work.

## **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 12<sup>th</sup> 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 from 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](http://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx) and the California Department of Veterans Affairs at [www.calvet.ca.gov/home](http://www.calvet.ca.gov/home). Veteran's Preference is not granted once a person achieves permanent civil service status.