



## ENERGY ANALYST

**Exam Code: 0ERAB**

**Department:** California Energy Commission

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### Classification Details

**Energy Analyst - Range A:** \$3,796 - \$4,649 (As of July 1, 2021) per month.

**Range B:** \$4,110 - \$5,078

**Range C:** \$4,929 - \$6,106

View [the Energy Analyst 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 1<sup>st</sup> and 15<sup>th</sup> of every month.

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

#### **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  
715 P Street MS #52  
Sacramento, CA 95814

\*If you are dropping off your examination documents in person, please place your documents in an envelope and label the envelope with the mailing address above.

### FILE ELECTRONICALLY:

You may submit your Standard State Application (STD 678) and completed Training & Experience (T&E) examination to [SelectionsOffice@energy.ca.gov](mailto:SelectionsOffice@energy.ca.gov)

Please do not submit the forms with your social security number due to security reasons. Both documents require a signature (original or electronic) in order to be accepted. By submitting your signed application and examination documents to the email above, you are certifying the information is true and correct and you are the one completing and submitting the documents.

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  
715 P Street MS #52  
Sacramento, CA 95814  
Phone: (916) 653-6532  
Email: [SelectionsOffice@energy.ca.gov](mailto:SelectionsOffice@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.

### 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.



## ENERGY ANALYST

### 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.



**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  
715 P Street MS #52  
Sacramento, CA 95814  
(916) 653-6532

\*If you are dropping off your examination documents in person, please place your documents in an envelope and label the envelope with the mailing address above.

**File Electronically:**

You may submit your Standard State Application (STD 678) and completed Training & Experience (T&E) examination to [SelectionsOffice@energy.ca.gov](mailto:SelectionsOffice@energy.ca.gov)

Please do not submit the forms with your social security number due to security reasons. Both documents require a signature (original or electronic) in order to be accepted. By submitting your signed application and examination documents to the email above, you are certifying the information is true and correct and you are the one completing and submitting the documents.

**Read instructions carefully**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Energy Analyst 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 (Do not submit via e-mail): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

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

**CERTIFICATION – IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING – 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.

#### **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.

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.) Operate basic office equipment and tools (e.g., computers, calculators, printers, fax machines, telephones, etc.) to complete work assignments.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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.) Review and edit written materials for completeness, accuracy, and appropriateness to ensure that prepared materials are accurate, clear, and concise.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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.) Organize and compile quantitative data to ensure accuracy, clarity, and conciseness.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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.) Verify the completeness and accuracy of forms and documentation prepared for a variety of projects.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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

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

**5.) Identify, analyze, evaluate, and resolve problems related to research, data collection, compilations, presentations, and/or demonstrations.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**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.) Use data analysis techniques to analyze and interpret data and information gathered through research and collection, review of historical records, and other means to reach conclusions and accurately summarize information in a variety of final products (e.g., reports, presentations, correspondence, charts, graphs, etc.).**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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

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

**7.) Prepare reports and materials for a variety of audiences, including management, peers, internal and external stakeholders.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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

**8.) Design charts and graphs (e.g., Access, PowerPoint, Outlook, Word, Excel, etc.) to visually represent information for inclusion in reports and presentations.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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

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

**9.) Perform and solve algebraic calculations to solve for unknown values as required in solving mathematical equations.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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

**10.) Calculate basic descriptive statistics (e.g., means, medians, standard deviations, etc.) to analyze, interpret, and report data and information gathered.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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



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

**11.) Interpret and explain data and procedures to a variety of audiences, including the general public, adjusting the level of technical information presented appropriately for the specific audience.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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

**12.) Collect data through a variety of methods (e.g., internet, surveys, review of historical records, etc.) for research projects and/assignments.**

**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 three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months 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

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.

**13.) Ability to use Microsoft Office Suite or other related productivity software (e.g., Word, Excel, Power Point, etc.) to prepare reports, memos, correspondence, and other job-related documents and materials. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**14.) Ability to communicate effectively via e-mail management software (e.g., Microsoft Outlook, etc.) with a variety of audiences, adjusting the level and tone of the message to ensure concise communication with the intended audience. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**15.) Ability to efficiently and effectively manage workload to meet overall performance objectives and specific project deadlines. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**16.) Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, succinct, and free of errors. I have applied this knowledge for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

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

**17.) Ability to understand and follow brief and/or complex, detailed instructions and directions (i.e., written and oral) for the completion of assignments. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**18.) Ability to establish and maintain collaborative working relationships with management, peers, and/or internal and external stakeholders. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**19.) Ability to work effectively as part of a team to complete tasks and assignments collaboratively, utilizing the contributions of the whole team. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**20.) Ability to professionally interact with individuals from a wide range of cultural and socioeconomic backgrounds while completing work assignments. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**21.) Knowledge of syntax and spoken language rules for the English language to formulate proper sentences, speak in a correct and clear manner to a variety of audiences, and understand the verbal communication of others speaking English. I have applied this knowledge for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

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

**22.) Ability to recognize the consequences and possible impact of decision/actions to determine the most appropriate course of action given the specific circumstances of the situation. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**23.) Ability to review and edit written materials for completeness, accuracy, and appropriateness. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**24.) Ability to prioritize work tasks according to short-term demands and long-term goals. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**25.) Ability to listen efficiently in individual and group settings to ensure that information is being communicated appropriately before any response is offered. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

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

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

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

**27.) Knowledge of U.S. units of measure (e.g., feet, miles, acres, etc.) and metric units of measure (e.g., meters, kilometers, hectares, etc.) to conceptualize and calculate distances, areas, volumes, and quantitative data based upon a common frame of reference. I have applied this knowledge for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**28.) Ability to summarize a variety of technical facts and pieces of information into a concise whole when preparing reports and correspondence, presentations and other related written materials to ensure that information presented is conveyed appropriately for the particular audience. I have applied this knowledge for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**29.) Ability to aggregate information from multiple sources into a single product for effective analysis and response. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**30.) Ability to read and comprehend a variety of reports, correspondence, and other prepared documents. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**31.) Ability to perform multiple tasks or parts of tasks simultaneously, maintaining appropriate control, accuracy and oversight. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

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

**32.) Ability to visually present and explain data analysis findings. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**33.) Ability to design figures, charts and graphs for use in documenting, explaining, and presenting plans and details regarding a variety of assignments. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less

**34.) Ability to work effectively under stressful conditions and multiple deadlines. I have applied this ability for: (Choose one)**

- A. More than three years
- B. More than two years and up to three years
- C. More than one year and up to two years
- D. More than six months and up to one year
- E. Six months or less