



Electric Generation System Program Specialist I

Exam Code: 3ERAA

Department: California Energy Commission

Exam Type: Departmental, Open

Final Filing Date: Continuous

Classification Details

Electric Generation System Program Specialist I - \$9,639 - \$12,059 (As of July 1, 2023) per month. (This classification receives a monthly \$300.00 retention bonus. This bonus is not part of the official salary and does not count toward determining retirement benefits.)

View the [Electric Generation System Program Specialist I](#) classification specification.

Filing Instructions

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

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

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

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

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) 654-4309
Email: 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 **six (6) months**.

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

Career Credits will not be accepted in this examination.

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

Preparing for the Examination

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

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

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

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

Minimum Qualifications

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

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

All Levels:

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

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

Either I:

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

Or II:

Experience: Four years of progressively responsible technical energy experience in electric generation system planning design, evaluation, or operation field, including three years of experience above the trainee level. A master's degree in engineering, Environmental Sciences, Mathematics, Economics, Computer Sciences, or other closely related field, may be substituted for one year of the required experience. Individuals with

two different recognized graduate degrees (each of which constitutes a full degree program in one of the areas shown above) may substitute this achievement for two years of experience.

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

The Position

The Electric Generation System Program Specialist I is characterized by assignments which require a high degree of skill and are of a type not assigned to the Electric Generation System Specialist I level on a regular basis. Positions in this class are not supervisory.

Positions exist in Sacramento with the California Energy Commission.

Knowledge and Abilities

A. Knowledge of:

1. California Public Resources Code pertaining to energy conservation and development.
2. Design and operation of existing electrical generating facilities (nuclear, coal, oil, combustion, and hydro).
3. Advanced electrical generating technologies.
4. Environmental and economic aspects of various fuel types.
5. Generation expansion modeling techniques and approaches.
6. Electricity system planning and operations.
7. Power system economics alternative generation technologies.
8. Environmental consequences of generation facility construction and operation.

B. Ability to:

1. Evaluate alternative generation methods.
2. Develop viable resource plans and supply mix strategies.
3. Analyze environmental and economic impacts.
4. Evaluate utility proposed resource plans for compatibility with electrical demand forecast.
5. Design and use mathematical modeling techniques for use in generation system planning.
6. Develop and present oral and written testimony in resource planning and environmental impacts.

7. Analyze energy and electricity data and develop technical information both orally and in writing.
8. Consult with and advise Office Managers, Division Administrators and Commissioners on a wide variety of electric generation system planning subject-matter areas.
9. Coordinate the work of others.
10. Act as a team or conference leader.

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 workplace. 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 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 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.



ELECTRIC GENERATION SYSTEM PROGRAM SPECIALIST I

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) 654-4309

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Electric Generation System Program Specialist I 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 email): _____

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.

Either I:

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

Or II:

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

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

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.) Assess techniques and information for incorporation into energy related modeling and analyses.

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

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

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

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

2.) Write, review, edit, integrate, summarize, and disseminate staff products including complex energy analyses for public reports or research solicitations.

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

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

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

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

Name: _____

3.) Provide information, analyses, strategic framing, and policy considerations related to energy activities, policy directions, and priorities.

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

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

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

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

4.) Interpret trends and frame what the energy system is likely to look like in the future and identify energy system improvements needed to best achieve energy policy goals.

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

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

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

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

Name: _____

5.) Coordinate with stakeholders or work independently to plan, organize, and conduct research, feasibility studies, impact studies and analyses of energy issues.

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

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

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.) Advise decision makers, management, staff, legislative bodies, and others on engineering studies results, energy technology impacts and energy systems analyses.

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

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

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

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

Name: _____

7.) Advise decision makers, management, staff, legislative bodies, and others on impacts of legislation, policy proposals, and economic trends related to energy systems.

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

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

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

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

8.) Evaluate energy-related engineering, economics, cost-benefit studies, cost effectiveness assessments, or societal benefit assessments.

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

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

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

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

9.) Planning and hosting of workshops or symposiums.

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

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

Name: _____

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: _____

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.

10.) Ability to manage the development of products that are accurate, objective, timely, and useful. I have applied this ability for: (Choose one)

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

11.) Ability to research, collect, and organize complex data and information. I have applied this ability for: (Choose one)

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

12.) Knowledge of energy technologies and their operational characteristics, including generation technologies, distributed energy, and demand side resources. I have applied this knowledge for: (Choose one)

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

13.) Knowledge of policies, economics, and regulatory environments affect on energy production, transmission, and distribution. I have applied this knowledge for: (Choose one)

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

Name: _____

14.) Knowledge of local, regional, state, federal, and international policies driving energy system changes. I have applied this knowledge for: (Choose one)

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

15.) Ability to develop and present written and oral presentations and reports to decision makers, management, staff, legislative bodies, and others. I have applied this ability for: (Choose one)

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

16.) Knowledge of the relationships between the natural gas and electricity systems. I have applied this knowledge for: (Choose one)

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

17.) Knowledge of energy system planning and operation. I have applied this knowledge for: (Choose one)

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

18.) Knowledge of system issues associated with various energy technologies. I have applied this knowledge for: (Choose one)

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

Name: _____

19.) Knowledge of economic and environmental factors that impact energy systems. I have applied this knowledge for: (Choose one)

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

20.) Ability to synthesize and communicate complicated information in a simple format for the public. I have applied this ability for: (Choose one)

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