Energy Commission Specialist III

Training and Experience Questionnaire

This Training and Experience Questionnaire is the examination for the Energy Commission Specialist III classification. Your responses to this examination will determine whether or not you are placed on the eligible list for this classification. The eligible list created will be used to hire individuals into the vacant positions.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of questions designed to measure how your training and work experience have provided you with the essential knowledge, skills, and abilities required to successfully perform in the Energy Commission Specialist III classification. Your responses in this questionnaire will be used later as information for follow-up questions during a hiring interview.

The overall assessment consists of the following sections:

- Energy Specialty/Environmental
- Data Analysis/Research/Math/Statistics
- Lead Person/Team Member
- Information Technology
- Decision Making
- Analytical
- Project Management

The Training and Experience Questionnaire is the sole component of the Energy Commission Specialist III examination. All instructions should be read carefully and understood before completing this examination.

Failure to do so may result in the inability to process your Training and Experience Questionnaire and disqualification from this examination. Please keep a copy of your responses for your records. If you have any questions regarding this questionnaire, please contact:

Selection and EEO Office
(916) 653-6532

Instructions for the Energy Commission Specialist III examination:

What is a T&E?

This Training and Experience Questionnaire is the examination for the classification of Energy Commission Specialist III. The results of this examination will determine your placement on the hiring list should any open positions become available.

A Training and Experience Questionnaire (T&E) assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your previous experience, education, training and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Energy Commission Specialist III positions. The Training and Experience Questionnaire is the sole component of the Energy Commission Specialist III examination. All instructions should be read carefully and understood before completing this examination.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings. To start, pull together some important personal reference materials. You are most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So, take a moment to refresh your memory. Pull out your resume and review it. Look over your previous positions and the tasks that you performed while in those positions. Review past performance appraisals. These may contain development plans or details of projects that you completed in the past. Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education. Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills. Read the questions and the response options carefully. Consider *all* your relevant education, training and experience.

How do I choose which rating best represents me?

After you have reviewed some of your personal reference materials, you should be in a good position to rate yourself accurately. Be honest and truthful. Do not diminish your accomplishments or the amount of time that you have put into your career, but also do not exaggerate what you have done. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory. While it is common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality is not necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview.

Preview of Questions

Number	Task Statement
1.	Collecting information to respond to energy inquiries and research questions.
2.	Collect information from a variety of governmental and other sources to determine the environmental impacts of energy projects.
3.	Identify problems and recommend solutions related to environmental implications of project or energy development.
4.	Interpret complex or technical information and materials (such as legislative or regulatory documents, project plans and specifications, or other policies, procedures, manuals, and professional standards) to apply information to program/project activities.
5.	Evaluate input from outside interest groups as part of an environmental review process.
6.	Read and comprehend a variety of technical materials, to determine what is applicable and important, to perform an environmental review of a project and to ensure project compliance with relevant policies, regulations and laws.
7.	Develop solutions (e.g., mitigation) for impacts of project development that affect the environment.
8.	Determine the feasibility and reasonableness of measures to mitigate significant adverse impacts to the environment from an energy development project.
9.	Communicate environmental review process to various stakeholders.
10.	Provide expert witness testimony or present technical information before a governmental body or decision maker(s).
11.	Prepare written environmental impact analysis on development projects, including recommendations, based on evidence and professional judgment.
12.	Independently prepare requests for additional information from project applicants to complete environmental analysis.
13.	Identifying, conceptualizing and implementing research strategies based on current energy industry trends to address questions and advance understanding of current departmental/organizational programs.
14.	Proposing, designing and conducting research studies using quantitative research methodologies and techniques.
15.	Modeling high standards of honesty, integrity, values and ethics in line with personal principles and organizational vision and mission.
16.	Analyze and evaluate problems and issues related to the planning and completion of research activities, including records research, data collection, compilation, presentation, demonstration, and documentation, to ensure research is conducted in a sound manner.
17.	Calculate complex statistics (including regression, correlation, significance tests) to analyze, interpret, and report data and information gathered through surveys, reviews of historical records, and other means.
18.	Interpret statistics (including mean, median, standard deviation, regression, correlation, and significance tests) in order to reach accurate and logical

	conclusions on a variety of energy-related research issues.
19.	Experience as a technical resource who provides information to other agency staff, and members of the public, conveying commission policies and procedures, regulatory requirements, and project specification and status information.
20.	Basic arithmetic techniques, (e.g., addition, subtraction, multiplication, division, decimals, percentage, fractions) to solve mathematical equations.
21.	Facilitating meetings with groups and teams to coordinate and meet project, program or organizational objectives.
22.	Leading work groups or teams to accomplish work assignment objectives and goals.
23.	Lead and provide direction for project or consultant teams on environmental impact assessments or other projects (including conveying the expectations of upper management).
24.	Approving and signing off on internal and external sensitive and/or critical written communications (e.g., policies, contract documents, budgetary documents, executive level communications).
25.	Keeping executives, high-level management, and/or stakeholders informed of staff, team, and program progress and successes.
26.	Creating an environment that encourages full participation from team members and stakeholders by identifying and/or removing obstacles that hinder effective communication and encourages creative thinking and innovative solutions.
27.	Establishing and communicating expectations that promote the rapid identification, resolution, and monitoring of conflicts.
28.	Communicating sensitive and/or difficult information to various audiences using a variety of strategies.
29.	Use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.
30.	Use electronic mail software and applications to communicate with various audiences.
31.	Use spreadsheet software to compile, compute, organize, and present data, statistics, tables, graphs, and charts for use in reports and other tracking activities.
32.	Use of word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.
33.	Import data into various software programs (e.g., Excel, Access, Statistical Analysis System [SAS], SPSS) to prepare data for analysis.
34.	Use software (such as Excel) to compile, compute and organize, data and statistics for use in reports and other tracking activities.
35.	Identifying problems or issues that impact the progress of work projects or assignments (e.g., time constraints, resource limitations, scheduling conflicts, heavy workload).
36.	Evaluating and communicating issues and risks to executive level staff and stakeholders.
37.	Breaking down project deliverables into manageable and achievable

	tasks/activities/milestones within allotted time and considering the impact of external events (i.e., legislation, budget cycle) on the program/project to create a logical plan.
38.	Utilizing research (e.g., facts, past experiences, historical information, input from others) and sound reasoning to distinguish between relevant and irrelevant information before reaching conclusions.
39.	Analyzing problems, evaluating alternatives and risks, and creating and implementing mitigation strategies.
40.	Setting and/or approving program or project priorities, and establishing a balance among competing objectives to accomplish the goals of the organization.
41.	Evaluating and monitoring program performance and project accomplishments to assess overall program effectiveness, efficiency and compliance.
42.	Maintain and support a controversial position when supported by evidence.
43.	Exercise sound judgment when making decisions to ensure that decisions are based upon the facts and information available, and that they are in accordance with laws, regulations, and/or divisional goals and objectives.
44.	Evaluate reports to make recommendations for action based upon the documented information.
45.	Analyzing records to identify and resolve discrepancies and records.
46.	The principles of biology, physics, economics, mathematics, statistics, environmental studies, chemistry, business administration, public policy, physical science, engineering, energy science, and/or computer science.
47.	Identify and reconcile discrepancies in data and information to ensure valid conclusions.
48.	Review and interpret scientific and technical reports to make recommendations based upon documented data and information.
49.	Analyzing numerical and/or financial data to compile and maintain fiscal reports.
50.	Analyzing the impact of proposed legislation, budget changes, and deficiencies to make recommendations to management.
51.	Analyzing data using basic statistics to answer questions relevant to research studies.
52.	Analyzing problems or issues related to the progress and completion of work projects or assignments to determine impact, assess alternatives for resolution, and/or formulate action plans.
53.	Identifying and implementing appropriate alternatives to resolve problems or issues related to the completion of work projects (e.g., modifying schedules, adjusting deliverable dates, altering resource allocations) to ensure timely resolution and minimize impact.
54.	Analyze and interpret energy data to determine its accuracy, precision, and completeness.
55.	Assimilate a variety of information from multiple sources into a concise whole for effective analysis and response.

56.	Organize and compile data and information into a variety of reports and software formats to ensure accurate and clear documentation of a variety of energy-related activities.
57.	Organize data collected during research into a logical, ordered fashion for inclusion in a variety of final products, including reports, correspondence, charts, graphs, and presentations, ensuring the completeness and accuracy of the data and information presented.
58.	Knowledge of data analysis methods sufficient to draw appropriate conclusions and make recommendations regarding a set of data.
59.	Evaluate energy-related reports and other job-related documents to verify accuracy and/or make recommendations for action based upon the findings and conclusions of document(s).
60.	Interpret, analyze, organize and compile numerical data to ensure accuracy, clarity, and conciseness.
61.	Tabulate data for interpretation, documentation, and forecasting purposes.
62.	Determine data needs (examples include electric power generation, natural gas and electricity demand, petroleum and alternative transportation fuel demand, conventional and alternative vehicle demand, and/or energy-related pricing) and retrieve data from established databases to respond to inquiries.
63.	Recognize and resolve discrepancies and/or anomalies in data.
64.	Apply commission policies, procedures, and guidelines when making judgments and decisions to ensure the quality and integrity of the work performed.
65.	Objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.
66.	Reason logically and creatively in order to resolve complex energy related problems.
67.	Oversee analysis of environmental and engineering effects of a project to protect the environment, public health and safety, and comply with relevant laws, ordinances, regulation standards (LORS).
68.	Providing information to management regarding energy issues to assist management in decision making.
69.	Writing job-related memos, letters, and correspondence to effectively communicate information.
70.	Writing research reports (i.e., background and literature review, list of specific studies aims, goals and objectives, study design and research methodology, data collection procedures, data analysis techniques, results, conclusions and recommendations) for dissemination to requestors and other interested parties.
71.	Editing documents and written materials to ensure accuracy and completeness.
72.	Communicate verbally, in person and/or by telephone, clearly and concisely with a variety of audiences (including superiors, peers, other commission employees, staff from other agencies, contractors, and members of the public) on matters related to energy projects and activities, adherence to commission policies and procedures, and/or compliance with regulatory

	requirements, adjusting the level and tone of the message appropriately to be understood by the respective audience.
73.	Function as a technical resource in the area of energy analysis, providing expertise and/or guidance related to data collection, interpretation, compilation, reporting and documentation, commission policies and procedures, and project specifications to other commission staff, other agency and jurisdiction staff, contractors, and members of the public.
74.	Interact diplomatically and effectively with frustrated, angry, or emotional individuals in response to inquiries into commission policies, procedures, or practices and/or regulatory requirements pertaining to various facets of energy projects and activities.
75.	Knowledge of syntax and spoken language rules for the English language to formulate proper sentences, speak in a correct and understandable manner to a variety of audiences, and understand the verbal communication of others speaking English.
76.	Remain up-to-date on any new or changing regulations and/or policies imposed by a regulatory agency when participating organizations need to be aware.
77.	Present information to participating parties and/or workshops concerning energy technology programs in order to improve public acceptance and program effectiveness.
78.	Listen to oral dialogue of others to foster the open exchange of ideas and provide for effective two-way communications.
79.	Maintain a professional demeanor at public and professional meetings (e.g., workshops, hearings, conferences, etc.).
80.	Conduct research in support of a particular project or program in order to develop justification for the validity and effectiveness of the project or program.
81.	Listen and verbally communicate clearly and concisely in one-on-one situations, small or large groups, adjusting the message appropriately based on audience knowledge.
82.	Clearly and concisely explain, in writing, the contents of technical materials (e.g., energy related reports and regulations) to audiences with varying levels of expertise.
83.	Write clear and concise memos, letters and correspondence, reports, and documents using proper grammar, punctuation, and sentence structure that expresses facts and ideas in a succinct and organized manner.
84.	Listen to others to facilitate open exchange of ideas and provide for effective communication.
85.	Explain regulations, Commission policy, industry standards, reasons for decisions, research findings, facts, data, issues, and/or problems related to energy issues to co-workers, governmental personnel, energy personnel, members of the public, media, etc.
86.	Recognize the sensitive nature and/or political ramifications of a situation.
87.	Establish and maintain cooperative relations with Commission employees, the public, and local, state and federal agencies.

88.	Create and review written work products, with great attention to detail, by taking into account content accuracy, format and grammar.
89.	Ensures that office recommendations are supported by sound and defensible analysis.
90.	Mediate differences of opinion or interest between various groups by ensuring all concerned parties are heard and employing conflict resolution strategies to come to a collaborative agreement for various issues.
91.	Negotiate and build consensus to achieve mutually acceptable outcomes by identifying common interests, clarifying differences, and achieving consensus or compromise.
92.	Assist with developing and modifying work plans for the completion of work assignments in response to changing priorities, problems, or setbacks to allow for their completion by a pre-determined date.
93.	Providing recommendations based on statistical or research findings to assist management in making decisions in the development of programs or procedures.
94.	Conducting policy or legislative analysis to determine program impact or to identify requirements.
95.	Preparing, reviewing, and monitoring project work in accordance with established work plans to ensure program goals and objectives are achieved with available resources and by established deadlines.
96.	Managing collaborative activities involving internal and/or external stakeholders to ensure the completion of high profile projects.
97.	Systematically gathering and analyzing relevant project information to prioritize next steps or deliverables.
98.	Planning one's own workload and the workload of others, prioritizing key tasks, and ensuring the appropriate allocation of time and effort to achieve the required results.
99.	Working with others to identify inefficiencies, generate new ideas and recommendations, and develop innovative approaches to simplify complex processes.
100.	Describing the organization's vision, mission, strategies, and rationale to staff, encouraging ownership of the vision, and communicating how their work supports the mission, vision, and strategic goals.
101.	Anticipating challenges, planning contingencies, and leading staff in addressing challenges.
102.	Determining and allocating resources (e.g., time, staff, tools, funds) to meet organizational goals, mission, and priorities.
103.	Function as a team leader or lead person for projects requiring the assignment and involvement of multiple staff, ensuring appropriate progress of such projects and providing guidance, expertise, and performance expectations to assigned staff.
104.	Efficiently and effectively manage workload and assignments to meet overall performance objectives and specific project/task deadlines.
105.	Keeps current on new energy-related technology through research and professional activities and reports to management on this new innovative and

	cutting-edge technology.
106.	Develop short and long-range plans and schedules that coordinate goals and objectives of the Commission.
107.	Work independently on assignments without close supervision or detailed instructions.
108.	Work under the pressure of a heavy workload, multiple tasks and/or tight timeline when completing assignments.
109.	Perform job duties under intense pressures with little or no input from others in decisions made, tasks completed, and/or prioritization of tasks to be completed.
110.	Develop alternate work plans and strategies for the completion of work assignments in response to changing priorities, problems, or scheduling setbacks.