

## Job Posting: Energy Program Analyst

### Department of Community Services and Development

JC-187620 - Energy Program Analyst  
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$5,149.00 - \$6,640.00 per Month

**Final Filing Date: 1/29/2020**

#### Application Methods:

Electronic (Using your CalCareer Acco  
By Mail  
Drop-off

### Job Description and Duties

Under the direction of the Staff Services Manager I, Energy and Environmental Services Division, Department of Community Services and Development (CSD), the incumbent will independently conduct complex technical analysis associated with energy-related policy and program design as part of the Climate Investment Unit (CIU) and is responsible for maintaining the effective administration of CSD's Low-Income Weatherization Program (LIWP) which features both energy efficiency and renewable energy offerings and encompasses both a Farmworker Component and Multi-Family component; the federal Low-Income Home Energy Assistance Program (LIHEAP) weatherization component; and Department of Energy Weatherization Assistance Program (DOE WAP). Using a variety of technical, communication, and analytical skills, the incumbent provides management assistance in programmatic planning, policy development, and support consistent with Federal and State laws, rules, and accepted departmental policies.

You will find additional information about the job in the **Duty Statement**.

### Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

### Additional Documents

- Job Application Package Checklist
- Duty Statement

## Position Details

**Job Code #:** JC-187620  
**Position #(s):** 016-232-5393-003  
**Working Title:** Energy Program Analyst  
**Classification:**  
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
\$5,149.00 - \$6,640.00

**# of Positions:** 1  
**Work Location:** Sacramento County  
**Job Type:** Permanent, Full Time

## Department Information

We're looking for energetic, creative, and talented employees to join our dynamic organization! CSD is a small agency of approximately 120 staff. Our mission is to administer and enhance energy and community service programs that result in an improved quality of life and greater self-sufficiency for low-income Californians. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! CSD strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We are located within walking distance of bus transit and many restaurants. We also offer FREE Parking! What are you waiting for? Apply today!  
Department Website: <http://www.csd.ca.gov>

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## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 1/29/2020

### Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

## **How To Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

### **Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Community Services and Development  
Attn:  
Human Resources  
2389 Gateway Oaks Drive, #100  
Sacramento, CA 95833

### **Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

Human Resources  
2389 Gateway Oaks Drive, #100  
Sacramento, CA 95833  
08:00 AM - 05:00 PM

### **Required Application Package Documents**

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.
- Statement of Qualifications -

In order to be considered for the AGPA position, you must submit a Statement of Qualifications (SOQ) with your state application.

The SOQ is a narrative of your education, training, experience, and competencies that demonstrates your ability to perform in the capacity of the AGPA.

The SOQ shall be no more than two-pages in length and must be typed single space in Arial 12 pt. font. The SOQ must be labeled at the top of the page with "Statement of Qualifications" and the applicant's name.

Applications received without the SOQ or following the above directions will not be considered. Resumes in lieu of the SOQ will not be considered.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time

of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Experience with weatherization, building performance, energy efficiency, or renewable energy projects or programs.
- Experience with residential and / or multi-family energy code.
- Experience with energy audits and energy usage analysis.
- Experience, familiarity, or ability to research State or Federal greenhouse gas reduction programs, projects, or policies.
- Preparation of budgets, schedules, and contract agreements.
- Ability to work independently, organize and prioritize multiple assignments.
- Proficiency in preparation of presentations, including charts, tables, PowerPoint slides and related material.

## Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

**Department Website:** <http://www.csd.ca.gov>

**Human Resources Contact:**

Hilda Brown

(916) 572-7208

[hilda.brown@csd.ca.gov](mailto:hilda.brown@csd.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

EEO Officer

(916) 576-5312

[csd.eeo@csd.ca.gov](mailto:csd.eeo@csd.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.

## 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 to 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.

It is an objective of the State of California to achieve a drug-free 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.