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| Classification: Energy Commission Specialist II (TED) | Position No. 3200-4185-005 |
| CBID: R10 | Office: Energy Generation Research Office |
| Date Prepared: June 31, 2018 | Division: Energy Research and Development |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

Under the general direction of the Electric Generation Systems Specialist III and under the technical direction of the Team Lead and the Office Manager, the Energy Commission Specialist II (TED) serves as part of a team to implement and administer energy research, development and demonstration (RD&D) efforts related to environmental impacts of electricity, generation, transmission, distribution and use. The incumbent will conduct highly complex technical analyses and coordinate with the RD&D functions of other public and private organizations related to the interactions between the energy system and the environment.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

DUTIES/RESPONSIBILITIES:

Duties include, but are not limited to:

- 50% Serve as a lead technical specialist and prime resource for environmental-related energy issues including climate change and its relationship to the energy system, and R&D. Identify and analyze technology trends and market developments applicable to all sectors of the energy system considering climate change mitigation, impacts, and adaption opportunities. Prepare research plans on environmental issues of importance to the energy system. Provide expert guidance and direction for highly complex technical issues, surveys, and field studies in many different energy R&D subject areas. Work with stakeholders and help synthesize information from many sources regarding the direction for environmental-related energy impact research in California. Coordinate with technical staff at state and local governments; federal agencies, national laboratories, academic institutions, and private organizations; assist in R&D planning and implementation of environmental-related RD&D within the Energy Commission, task forces, technical working groups, and advisory



committees; help guide the development of legislation and regulations as needed; and assist in the formulation of policy options and program initiatives for consideration by the Electric Generation System Specialist III, Team Lead in the Environmental subject area, Office Manager, Deputy Division Chief, Deputy Director, Executive Office and Energy Commissioners, and the Legislature. (E)

- 30% Implement collaborative strategies to meet the objectives and goals by representing State interests in project development, including: 1) identification of and negotiation with other project sponsors; 2) definition of scope, work statements, and budgets; 3) selection of project sites and principal investigators; and 4) participation in technical and policy steering committees. Provide recommendations to the Electric Generation System Specialist III, Team Lead in the Environmental subject area, Office Manager, Deputy Division Chief, Deputy Director, Executive Office and Energy Commissioners, and the Legislature. (E)
- 10% Assist the Environmental Team Lead with solicitation planning and development activities. Develop and manage complex research projects and contracts. Implement solicitations and collaborative strategies to meet the energy research program objectives and goals. (E)
- 5% Prepare and make presentations at workshops and conferences, and provide expert testimony at hearings and proceedings sponsored by the Legislature, Energy Commission, and other state and federal agencies related environmental-related technologies energy RD&D. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

| SIGNATURES | |
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| I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position | |
| <div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Incumbent Date Energy Commission Specialist II (TED) | <div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Supervisor Date Electric Generation System Specialist III |