



Classification: Energy Analyst	Position No. 3500-5837-
CBID: R10	Office: Energy Deployment and Market Facilitation
Date Prepared: June 2018	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direct supervision of the Energy Resources Specialist III (Supervisor), the incumbent serves as part of interdisciplinary and/or interdivisional teams to assist in the planning and implementation of the Energy Commission’s Research and Development (R&D) programs. The incumbent performs work of average difficulty on consultative and analytical assignments and assists with the technology transfer of the results, including costs and benefits of energy research, development and demonstration RD&D. The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent assists with the preparation of written materials for publication, performs research, develops solutions, and makes recommendations. The incumbent has knowledge of energy technology RD&D issues and has strong written and verbal communication skills.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. 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, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES

30% Contract Management. The incumbent will assist in the preparation of the work statement, budget, schedule, special conditions, measurable technical and economic objectives that will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document for research and development (R&D) projects. The incumbent will establish and maintain a business relationship with the contractor; develop and approve contract amendments; receive and review contractor’s monthly progress reports, assist in problem resolution, and prepare project evaluations. The incumbent will verify that all contract terms and conditions have been met before approving invoices (and, if necessary, assist the contract’s officer dispute a particular invoice); assist in the conduct of reviews of the work conducted by the contractor; and make site inspection. The incumbent will assist in briefing Office, Division, and Commission management on the status of projects.
 (E)

25% Program Planning. As a member of a team, the incumbent will assist in performing analyses relating to energy RD&D to be used in developing program and policy recommendations for consideration by Office and Division management, and Commissioners. The incumbent will



assist in the research, analysis and assessment of advanced technologies and in the preparation of solicitations, reports and documents. The incumbent will assist in briefing Office, Division, and Commission management on the status of analysis of a variety of energy technology development topics. (E)

- 15% Technology and Information Transfer. The incumbent will assist in preparing reports and presentations on project, program and technology issues and achievements. The incumbent will assist in briefing Office, Division, and Commission management on the status of the analysis. The incumbent will assist in the development and preparation of documents for the R&D Program’s Annual Reports. The incumbent will assist in the development of content for the Energy Commission’s R&D Program’s Internet site. (E)
- 15% Technology Transfer. The incumbent will review and finalize Contractor deliverables; prepare fact sheets and other documents to disseminate research results and findings to Energy Commission staff and other; and make recommendations for future research that provides significant public benefits to California and meets the state’s energy policies and goals. (E)
- 10% Public Information. The incumbent will respond to requests for assistance and information from the public on programs and technologies relating to energy research, development and demonstration in general and the R&D Program in particular. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
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; display: flex; justify-content: space-between;"> Incumbent Date </div> <div style="margin-top: 5px;">Energy Analyst</div>	<div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Supervisor Date </div> <div style="margin-top: 5px;">Energy Resources Specialist III (Supervisor)</div>