

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Energy Commission Specialist I (TED)	<b>Position No.</b> 420-4184-xxx
<b>CBID:</b> R10	<b>Office:</b> Existing Buildings and Compliance
<b>Date Prepared:</b> December 22, 2017	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist I (TED) is under the supervision of the Energy Resources Specialist III (Supervisory) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent will independently perform various complex energy technologies, sensitive and responsible energy-related work which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level. The incumbent will analyze issues associated with energy technology development and to use and manage a variety of energy research development and demonstration projects. Incumbents develop the information necessary to perform comparative evaluation of energy supply and efficiency improving technologies and alternative fuels; analyze issues associated with energy technology development and use; and manage a variety of energy research development and demonstration projects. The incumbent will develop energy supply, conservation, resources, technologies, and systems as they might be deployed in California or elsewhere; evaluate, compare, and contrast the roles that various technologies might play in meeting California's future energy needs; manage various technology development projects, and prepare recommendations for Commission considerations. The incumbent will serve as one of the technical experts responsible for the management of the implementation of the Existing Building Energy Efficiency Action Plan 2015 and its 2016 Update (Action Plan) and the Low-Income Barriers Study (Barriers Study). The Action Plan is part of the Existing Buildings Program pursuant to Assembly Bill 758 (2009). The incumbent will exercise lead responsibilities as project manager for various technical topic areas related to achieving greater energy savings in the state's existing nonresidential and residential building stock, with a primary focus on nonresidential buildings.

**WORKING CONDITIONS:** The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings, workshops, and hearings. Additional hours beyond an eight hour workday or 40-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, WebEx, and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

45% Serve as a team lead and/or team member to conduct research and analysis and provide technical leadership, direction, and coordination efforts for the Existing Buildings Program projects. As technical expert and project manager, responsibilities include preparation of the project concept, plan, schedule, and milestones, which includes the coordination and implementation of technical topic areas identified for analysis of feasibility, cost-effectiveness, and appropriateness to be included in the Existing Buildings Program. The

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incumbent's responsibilities also include setting the agenda for workshops and hearings, posting notice information on the Energy Commission's website, and timely distribution of notices to the public. The incumbent will be responsible for presenting project status information to the Efficiency Lead Meetings, Business Meetings, and incorporating comments or revising schedules as appropriate. Serve as a lead team member and/or team member in the implementation of Existing Buildings Energy Efficiency Action Plan. Prepare reports on project, program and technology issues and achievements. (E)

- 20% As a technical expert, provide technical leadership, analysis, direction and management of projects. For rulemakings, responsibilities include completion of filing documents with the Office of Administrative Law and the Secretary of State's Office and preparing and distributing any post workshop and hearing notices and agendas for the proceeding. Duties also include responding to questions, and preparing technical and policy documents and briefings. (E)
- 15% Manage contracts: Serve as contract manager for funded contracts for the residential and nonresidential contracts that will be needed in order to implement the Action Plan. Responsibilities will include preparation of solicitation documents, conducting bidder's conferences, proposal evaluation and selection, negotiation of work statements, deliverables, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 15% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 5% Perform other related duties as required consistent with the specification 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**

<p>_____  <b>Vacant</b> <span style="float: right;">Date</span>          Energy Commission Specialist I (TED)</p>	<p>_____  <b>Vacant</b> <span style="float: right;">Date</span>          Energy Resources Specialist III (Supervisory)</p>
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