

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

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| Classification: Energy Commission Specialist I (TED) | Position No. 420-4184-002 |
| CBID: R10 | Office: Existing Buildings |
| Date Prepared: December 22, 2017 | Division: Efficiency |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

The Energy Commission Specialist I (TED) is under the supervision of the Energy Resources Specialist III (Supervisory) in the Existing Buildings 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:

50% Serve as a team lead to conduct research and analysis and provide technical leadership, direction, and coordination efforts to lead the Existing Buildings Program projects. Conduct research and analysis, provide technical assistance, and coordinate efforts to review, approve, and provide continued oversight of the Existing Buildings Program to increase energy efficiency of the existing building stock, with primary focus on nonresidential buildings. Assignments may include, but are not limited to: (a) analyze, facilitate,

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- implement, and/or strive to improve energy efficiency measurement programs; and (b) lead and perform technical, policy, and/or economic analysis regarding programs managed or overseen by the California Public Utilities Commission (CPUC), Investor-Owned Utilities (IOUs), Publicly-Owned Utilities (POUs), program administrators, and/or Local Governments (LGs) to enhance development and implementation of energy efficiency program portfolios. As a technical expert and project manager, responsibilities include preparation of the project concepts, plans, and milestones for coordination and implementation of technical topics identified in the Action Plan and Barriers Study. (E)
- 15% Coordinate with other Energy Commission offices, and public and private agencies to promote financial investments in energy efficiency projects in alignment with finance strategies laid out in the Action Plan and Barriers Study. (E)
- 10% As a technical expert, provide technical leadership, analysis, direction and management of the rulemaking proceeding and completion of filing documents and development of notices, coordination of the document filing with the Office of Administrative Law and Secretary of State's Offices, responding to questions, and receiving final adoption approval for the implementation of the programs in the Existing Building Program. (E)
- 15% Manage contracts (including work authorizations) and grants related to the Existing Buildings Program, Barriers Study, and/or Local Government Challenge. Perform the duties of a contract manager, or assist the contract manager or project manager. Responsibilities will include assisting in the preparation of business requirements for technical work, solicitation documents, work authorizations, or grant opportunity documents; conducting bidders' conferences; proposal evaluation and selection; negotiation of scopes of work, work authorizations, deliverables, and costs (labor fees and direct expenses); preparing contracts, grants, and request memoranda; assigning work; monitoring work progress; processing invoices; tracking expenditures; and preparing related, necessary paperwork. (E)
- 5% 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

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| <p>_____ Vacant Date Energy Commission Specialist I (TED)</p> | <p>_____ Vacant Date Energy Resources Specialist III (Supervisory)</p> |
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