



<b>Classification:</b> Associate Energy Specialist	<b>Position No.</b> 6100-4056-052
<b>CBID:</b> R10	<b>Office:</b> Advanced Vehicle Technologies Office
<b>Date Prepared:</b> June 12, 2018	<b>Division:</b> Fuels and Transportation
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:** Under the general supervision of the Energy Resources Specialist III (Supervisory), the Associate Energy Specialist will perform a variety of technical and analytical tasks related to increasing the use of alternative and renewable fuels and innovative technologies that transform California's fuel, infrastructure, and vehicle types to help attain the state's climate change policies. This position will include responsibility for individual projects, transportation energy analysis, outreach, and agreement management activities associated with the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) as part of the Advanced Freight Technologies and Planning Unit within the Advanced Vehicle Technologies Office.

**WORKING CONDITIONS:** The work is performed in an indoor office and/or 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 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, spreadsheet and data management programs, electronic mail, WebEx, and Internet browsers. The incumbent will participate in and lead meetings with other staff, other agencies, and interest groups.

**DUTIES AND RESPONSIBILITIES:**

- 40% Develop language for inclusion in the Energy Commission's ARFVTP solicitations, agreements, grants, loans, loan guarantees, revolving loans, or other appropriate measures proposed for Commission funding. Review proposals. Prepare 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. Establish and maintain a technical and business relationship with the agreement recipient, initiate and approve agreement amendments, receive and review progress reports, prepare project evaluations, verify that all agreement terms and conditions have been met before approving invoices (if necessary, dispute invoices), conduct independent and in-depth technical review of the work conducted by agreement recipients, work directly with agreement recipients and make project site inspections to ensure the project meets technical, fiscal and

