



<b>Classification:</b> Energy Commission Specialist I	<b>Position No.</b> 151-4935-XXX
<b>CBID:</b> R10	<b>Office:</b> Compliance Assistance and Enforcement
<b>Date Prepared:</b> December 26, 2017	<b>Division:</b> Executive
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the supervision of the Energy Resources Specialist III (Supervisor) of the Office of Compliance Assistance and Enforcement within the Executive Office, the Energy Commission Specialist I will conduct investigation and enforcement activities related to alleged violations of the Appliance Efficiency Standards. Duties may include: contract and project management; monitoring and reviewing necessary surveys and testing, conducting intervention and enforcement actions; coordination with policy committee, technical staff, legal staff, manufacturers, trade associations, federal government, national laboratories, industry experts, public and standards advocacy groups on issues associated with the enforcement of state and federal regulations. The incumbent will work on a full time permanent basis on the Appliance Enforcement program, and, other related enforcement work in other divisions throughout the Energy Commission, as needed.

**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 or participate in conferences, workshops, test lab audits, 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, Outlook, WebEx and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 30% In collaboration with Efficiency Division staff and management and Energy Commission attorneys, identify targets for investigation (e.g., retailers and manufacturers). This includes use of leads submitted to the Energy Commission by third parties, field work, use of the market survey results generated by the Energy Commission's outside consultant(s), and internal development of leads. The incumbent serves as a technical resource person to provide advice for development and adoption of residential and nonresidential energy efficiency building projects and makes to determine the societal costs and benefits of mandatory and voluntary "reach" efforts. Assist with implementing an audit program for manufacturer test laboratories to ensure they are testing in accordance with the applicable regulations and test procedures. (E)



- 20% Prepare, or assist in preparing, compliance assistance and enforcement documents, such as first contact letters, second contact letters, warnings, notices of violation, and other (email or letter) correspondence, contact potential violators through telephone calls and meetings, develop and maintain suitable record-keeping methods and files (electronic and hardcopy) and mentor staff in their proper use. (E)
- 15% Prepare documents for administrative and judicial processes (such as interrogatories and written testimony), and assist attorneys with facts for incorporating in briefs, testify before Energy Commission adjudicatory hearings, and possibly at court hearings. (E)
- 10% Gather evidence through internet searches field work, and communications with market participants on compliance enforcement violations (E)
- 10% Serve as a liaison between the Appliance Standards Unit and Enforcement Unit to ensure collaboration on all appliance efficiency regulations, and enforcement database issues. (E)
- 10% Assist in developing and refining office practices and procedures, including helping process documentation as needed. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

<b>SIGNATURES</b>			
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>			
_____	_____	_____	_____
Employee	Date	Supervisor	Date