



<b>Classification:</b> Electrical Engineer	<b>Position No.</b> 151-3613-001
<b>CBID:</b> R09	<b>Office:</b> Compliance Assistance & Enforcement
<b>Date Prepared:</b> May 5, 2017	<b>Division:</b> Executive
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Electrical Engineer is under the direction and supervision of the Director of the Office of Compliance Assistance and Enforcement. The incumbent will independently perform less complex engineering tasks, respond to technical engineering design and testing issues; support the development and implementation of the manufacturer test lab audit and education program; conduct investigations and enforcement activities; and promote compliance with the substantive and procedural requirements relating to the Title 20 appliances and Title 24 building energy efficiency standards.

**WORKING CONDITIONS:** The work is performed primarily in an office 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 and lab tours.

**DUTIES AND RESPONSIBILITIES:**

- 35% Perform a wide variety of field and office electrical engineering assignments pertaining to electrical engineering design for and with compliance relating to the Title 20 appliances and Title 24 building energy efficiency standards. Support the implementation of the manufacturer test lab audit and education program. Respond to technical engineering design and testing issues. Develop, implement, and conduct audits of engineering test labs. Serve as a liaison to the test laboratory to interpret and analyze test procedures and test reports for active enforcement cases. (E)
- 30% Investigate complaints, tips, leads, and principles to determine if violations exist for case development and settlement or prosecution. Research and apply local, state, and federal energy and environmental regulations and industry engineering standards during the course of these investigations and coordinate cases and activities with investigators and prosecutors from the Energy Commission’s legal staff, local city and district attorney offices, the California Office of the Attorney General, the United States Department of Energy, the United States Environmental Protection Agency, and energy and environmental protection offices in other states. (E)
- 15% Develop enforcement cases against violators of the Energy Commission’s appliances energy efficiency enforcement program. Conduct interviews with complainants, informants, witnesses, and suspected violators who possess case information. Obtain and analyze engineering test laboratory data and other applicable information. Collect and catalog evidence that includes documents, products, and photographs. Coordinate sampling and testing procedures. Assist in developing and executing search and inspection warrants. (E)

**DUTY STATEMENT**



- 15% Document investigative findings into comprehensive technical case reports. Analyze the data collected and any applicable engineering test reports and standards that are included in these technical case reports. Properly maintain evidence and case files. Review case files to determine accuracy. Brief management and legal staff on case investigation findings and recommended actions. (E)
- 5% Prepare legal and technical documents for administrative and judicial processes and assist attorneys with developing facts for incorporation in legal documents used in Energy Commission and Administrative Hearings proceedings and potentially at state trial or appellate court hearings. Testify in adjudicatory hearings as needed. (E)

<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>	
<div style="border-bottom: 1px solid black; display: inline-block; width: 80%;"></div> Vacant <span style="float: right;">Date</span> <b>Electrical Engineer</b>	<div style="border-bottom: 1px solid black; display: inline-block; width: 80%;"></div> Paul E. Jacobs <span style="float: right;">Date</span> <b>Assistant Executive Director</b>