



Classification: Associate Energy Specialist (TED)	Position No. 3100-4056-001
CBID: R10	Office: Energy Efficiency Research
Date Prepared: May, 2016	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Commission Supervisor II (TED), in the Energy Efficiency Research Office. The incumbent serves as a member of an interdisciplinary Buildings team to plan, develop, implement and administer energy research, development and demonstration (RD&D) efforts related to the efficient use of energy in residential and commercial sectors. The incumbent performs a variety of complex analytical tasks in support of the Buildings Efficiency Program.

The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced green energy technologies and their complex relationship related to environmental issues.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

DUTIES AND RESPONSIBILITIES:

50% Project Management. The incumbent will manage all phases of a research project. Responsibilities include, but are not limited to: a) prepare work statements, budgets, schedules, and other materials necessary to finalize the funding agreement and contract document; b) identify measurable technical and economic objectives to be used to determine project success; c) maintain business relationships with the contractor; d) initiate and approve contract amendments; e) review contractor’s monthly progress reports and prepare evaluations of the project; f) review and approve invoices; g) conduct independent and in-depth technical reviews of the work conducted by the contractor; h) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; i) provide presentations to office, division, and Commission management on the status of the project. (E)

DUTY STATEMENT

CURRENT

CALIFORNIA ENERGY COMMISSION



- 25% Solicitation Management and Administration. Develop, select, implement and manage the Buildings Efficiency Program contract and grant solicitations. Responsibilities include: a) develop program strategies and methodologies to focus solicitations on the most relevant RD&D opportunities; b) oversee the administration of solicitation activities including developing and writing solicitation documents; c) assist in conducting bidders' conferences; d) develop written summaries of evaluations prepared by consultants and state leads; and e) handle any contract/grant disputes that may arise. (E)

- 20% Technology Transfer. Activities will include collecting project information from all proposals; analyze energy savings and other data; and prepare technical reports, spreadsheets and databases. The incumbent may perform analyses related to the economic evaluation of building related energy efficiency technologies. Provide program results to counterparts at other state agencies and Energy Commission staff from other divisions. (E)

- 5% Other Duties. Perform other duties as required consistent with the specifications 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	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Incumbent _____ Date _____ Associate Energy Specialist (TED)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Supervisor _____ Date _____ Energy Resources Supervisor III (Sup)