



<b>Classification:</b> Energy Analyst	<b>Position No.</b> 3100-5837-xxx
<b>CBID:</b> R10	<b>Office:</b> Energy Efficiency Research
<b>Date Prepared:</b> May, 2016	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the direction and supervision of the Energy Commission Supervisor II, in the Energy Efficiency Research Office, the incumbent serves as a member of an interdisciplinary Buildings Efficiency Research team to plan, develop, implement and administer public interest energy research, development and demonstration (RD&D) efforts related to the efficient use of energy in residential and commercial buildings and appliance market sectors. The incumbent performs work of average difficulty on a variety of complex analytical tasks in support of Research and Development (R&D) in the Building End Use Efficiency areas.

The program goal 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 assists with the preparation of written materials for publication, performs research, develops solutions, and makes recommendations. The incumbent has knowledge of energy efficiency technology RD&D issues and has strong written and verbal communication skills.

**WORKING CONDITIONS**

The work is performed in an indoor office and 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 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 and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

**DUTIES AND RESPONSIBILITIES**

30% Contract Management. The incumbent will assist in the preparation of 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 and contract documents for R&D projects. The incumbent will establish and maintain a business relationship with the contractor; approve contract amendments; receive and review contractor's monthly progress reports, assist in problem resolution, and prepare project evaluations. The incumbent will verify that all contract terms and conditions have been met before approving invoices (and, if necessary, assist the contract's officer dispute a particular invoice); assist in the conduct of reviews of the work conducted by the contractor; and make site inspections. The incumbent will assist in briefing Office, Division, and Commission management on the status of projects. (E)



- 25% Program Planning. As member of a team, the incumbent will assist in performing analyses relating to energy efficiency RD&D to be used in developing program and policy recommendations for consideration by Office and Division management, and Commissioners. The incumbent will assist in the preparation of reports. The incumbent will assist in briefing Office, Division, and Commission management on the status of analysis of a variety of efficiency technology development topics. (E)
  
- 20% Technology and Information Transfer. The incumbent will assist in preparing reports and presentations on project, program and technology issues and achievements. The incumbent will assist in briefing Office, Division, and Commission management on the status of the projects, technologies, issues, and achievements. The incumbent will assist in the development and preparation of input to the R&D Program’s Annual Report to the legislature and funding plans. The incumbent will assist in the development of content for the R&D Program’s Internet site. (E)
  
- 20% Public Information. The incumbent will respond to requests for assistance and information from project proponents and others interested in policy, programs and technologies relating to energy research, development and demonstration in general and the R&D Program in particular. (M)
  
- 5% Other Duties. Other duties as required consistent with the specification of the 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>			
<div style="border-top: 1px solid black; margin-top: 5px;"> <span style="float: left; width: 80%;">Incumbent</span> <span style="float: right; width: 20%;">Date</span> </div> <div style="margin-top: 5px;"> <span style="float: left; width: 80%;">Energy Analyst</span> </div>	<div style="border-top: 1px solid black; margin-top: 5px;"> <span style="float: left; width: 80%;">Supervisor</span> <span style="float: right; width: 20%;">Date</span> </div> <div style="margin-top: 5px;"> <span style="float: left; width: 80%;">Energy Resources Supervisor III (Sup)</span> </div>		