



Classification: Associate Energy Specialist (TED)	Position No. 3500-4056-xxx
CBID: R10	Office: Energy Deployment and Market Facilitation
Date Prepared: March 2017	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the Energy Research and Development (R&D) Program. The incumbent will perform responsible, varied and complex technical and analytical work. Duties are performed at the full journey level. 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 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, 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

The Associate Energy Specialist duties include:

- 25% Develop, prepare, review and present technical analyses related to Deployment and Market Facilitation activities for meeting the state’s green energy goals, on renewable resource technologies, and on the effectiveness of the various R&D program areas. Responsibilities will include the necessary technical analytical work to evaluate projects and accomplish project milestones, and follow up activities as necessary. Further responsibilities will include preparation of technical project concepts, plans, and milestones. Respond to requests for assistance and information from project proponents and others interested in energy policy and technologies. Organize, prepare, make presentations and lead workshops; write technical papers, research roadmaps and case studies for the Energy Commission. (E)
- 20% Technology Transfer. Implement Program-wide technology transfer strategies to improve delivery of RD&D in the marketplace to increase the impacts of Commission RD&D, including managing publication of research results and providing training regarding process, content, and format; preparing research project summaries for publication;



planning, writing, editing, and managing Web site content; researching, reporting, and briefing Office, Division, and Commission management on project, program and technology achievements; and assistance with planning, writing, editing, and publication of strategic plans, annual, and semi-annual reports to the California legislature and California Public Utilities Commission. (E)

- 30% Contract Management and Administration. Prepare documentation including: decision memos, work statements, budgets, schedules, special conditions, measurable technical and economic objectives, and other materials necessary to inform and manage the work and outcomes. Manage scope, schedule and resources through negotiation, review, evaluation, and acceptance of: progress reports, invoices, technical reports. The incumbent oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews contractor's monthly progress reports and prepares an evaluation of the project; audits, processes and verifies invoices; conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Energy Commission management on the status of the project. Coordinate with the Management Team as necessary to maintain expertise for technical research issues in the full array of energy technologies. (E)

- 20% Solicitation Management and Administration. Lead and assist in Deployment and Market Facilitation Office contract solicitations including developing solicitation business processes, preparing solicitation documents; preparing task activities and schedules; and reviewing and evaluating proposals. Activities will also include developing methodologies to focus solicitations on renewable related activities, developing and writing solicitation documents, assisting in conducting bidders' conferences, developing written summaries of evaluations prepared by consultants and state leads, and presenting proposed awards to management and Commissioners for approval. (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-top: 1px solid black; display: flex; justify-content: space-between;"> Vacant Date </div> <p>Associate Energy Specialist</p>	<div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Supervisor Date </div> <p>Mark Kootstra</p>		