

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Analyst	Position No. 420-5837-xxx
CBID: R10	Office: Existing Buildings and Compliance
Date Prepared: September 26, 2017	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Analyst is under the supervision of the Energy Resources Specialist III (Supervisory) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent performs work of average difficulty in a wide variety of consultative and analytical energy assignments in the Compliance and Enforcement Unit supporting the implementation of the *Building Energy Efficiency Standards* (Energy Standards) and increasing compliance with the Energy Standards.

WORKING CONDITIONS: The work is typically performed in an indoor office and meeting room setting, involving sitting, standing, and walking, but may require occasional outdoor work to evaluate energy using equipment and systems. Work area is well lighted and ventilation is adequate. The noise level may be high. Some travel is required to attend off-site meetings or participate in conferences, workshops, 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 Energy Commission word processing, spreadsheets, electronic mail, WebEx, and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 45% As part of a team, develop, implement, and enforce a responsible contractor policy to ensure that retrofits meet high-quality performance standards and reduce energy savings lost or foregone due to poor-quality workmanship. Conduct research and analysis for the purposes of developing, implementing, and enforcing a responsible contractor policy that will increase compliance with the Energy Standards. Identify barriers to implementing and enforcing a responsible contractor policy and make recommendations to overcome those barriers. As part of a team, develop, implement, and enforce consumer protection guidelines for energy efficiency products and services. In addition, as part of a team, conduct research and analysis to increase compliance with and enforcement of the Energy Standards. Identify the barriers to compliance and make recommendations to overcome those barriers resulting in increased compliance with the Energy Standards that can be quantified and reported. (E)
- 20% Assist in the management of contracts and work authorizations related to the responsible contractor policy and its implementation. Responsibilities will include assisting in the preparation of solicitation or work authorization documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION

work to contractors, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)

- 10% As part of a team, facilitate stakeholder engagement for the purposes of investigating, identifying and evaluating compliance with the Energy Standards, and developing, implementing, and enforcing a responsible contractor policy. Assist with coordinating and collaborating with other subject matter experts at state and national agencies including the CSLB, the U.S. Department of Energy, national energy laboratories, other states, private sector experts and innovators, and other stakeholder groups. Assist with collaborating with building departments and other stakeholders throughout California to understand the barriers that they face with enforcement of the Energy Standards and to help them overcome those barriers through ongoing technical assistance efforts. (E)
- 10% Respond to requests for technical assistance and information from project proponents and others interested in energy policy, programs, and technologies. (E)
- 5% As part of a team, represent the Energy Commission by attending workshops, hearings, and conferences on issues associated with the Energy Standards and its related programs. Present oral testimony and present conclusions and recommendations before the Commission, other government agencies, industry organizations, stakeholders, and other public forums. Review reports and process administrative documents for Energy Commission Business Meetings, organize. Occasional travel may be necessary to perform these duties. (E)
- 5% Review reports and process administrative documents for Energy Commission Business Meetings; assist in organizing, conducting, and participating in workshops, hearings, conferences, briefings, and training sessions. Occasional travel may be required to perform this task. (E)
- 5% 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> Vacant Date Energy Analyst	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Lea Haro Date Energy Resources Specialist III (Supervisory)