

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Commission Specialist II (TED)	Position No. 420-4185-001
CBID: R10	Office: Existing Buildings
Date Prepared: December 22, 2017	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist II (TED) is under the supervision of the Energy Resources Specialist III (Supervisory) in the Existing Residential Buildings Unit of the Existing Buildings Office of the Efficiency Division. The incumbent serves as the prime resource project leader for multi-disciplinary teams regarding various complex energy technologies and analytical work supporting the Existing Buildings Program. The incumbent will serve as a subject-matter expert in highly complex and technical work in a wide variety of consultative and analytical energy assignments supporting the Existing Buildings Program to increase energy efficiency of the existing building stock. The Incumbent will analyze issues associated with energy technology development and to use and manage a variety of energy research development and demonstration projects. Incumbents develop the information necessary to perform comparative evaluation of energy supply and efficiency improving technologies and alternative fuels; analyze issues associated with energy technology development and use; and manage a variety of energy research development and demonstration projects. The incumbent will develop energy supply, conservation, resources, technologies, and systems as they might be deployed in California or elsewhere; evaluate, compare, and contrast the roles that various technologies might play in meeting California's future energy needs; manage various technology development projects, and prepare recommendations for Commission considerations. The incumbent will serve help implement the Existing Building Energy Efficiency Action Plan 2015 and its 2016 Update (Action Plan) and the Low-Income Barriers Study (Barriers Study). The Action Plan is part of the Existing Buildings Program established pursuant to Assembly Bill 758 (2009). This position is nonsupervisory, but the incumbent may serve as project lead over lower-level technical and analytical staff.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room 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, 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 appropriate Energy Commission software such as word processing, electronic mail, WebEx, and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 50% Conduct the most complex research and analysis, and provide advanced technical leadership, direction, and coordination in complex technical and analytical work supporting the Existing Buildings Program. Conduct research and analysis, provide technical assistance, and coordinate efforts to review, approve, and provide continued oversight of the Existing Buildings Program to increase energy efficiency of the existing building stock. Assignments may include, but are not limited to: (a) analyze, facilitate, implement, and/or

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strive to improve residential energy efficiency measurement programs, including asset ratings (e.g., Home Energy Rating System) and energy assessments; and (b) lead and perform technical, policy, and/or economic analysis regarding programs managed or overseen by the California Public Utilities Commission (CPUC), Investor-Owned Utilities (IOUs), Publicly-Owned Utilities (POUs), program implementers, and/or Local Governments (LGs) to enhance development and implementation of energy efficiency (EE) program portfolios. As a subject matter expert, provide guidance to project managers, who are implementing projects and programs. As a project manager, implement projects and programs. (E)

- 30% Serve as the State's subject matter expert on residential energy efficiency measurement programs and programs managed or overseen by the Publicly-Owned Utilities (POUs), program administrators, program implementers, and/or Local Governments (LGs). Provide technical and policy analyses associated with the Action Plan and residential energy efficiency programs. Support the development of energy efficiency targets consistent with the Action Plan, and develop recommendations for the Integrated Energy Policy Report towards achieving Senate Bill 350's doubling of end use energy efficiency goal. Coordinate analyses and recommendations with staff in other offices of the Efficiency Division, other Divisions within the Energy Commission, other agencies, utilities, non-governmental organizations, and the public. (E)
- 10% Manage contracts (including work authorizations) and grants related to the Existing Buildings Program, Barriers Study, and/or Local Government Challenge. Perform the duties of a contract manager, or assist the contract manager or project manager. Responsibilities will include assisting in the preparation of business requirements for technical work, solicitation documents, work authorizations, or grant opportunity documents; conducting bidders' conferences; proposal evaluation and selection; negotiation of scopes of work, work authorizations, deliverables, and costs (labor fees and direct expenses); preparing contracts, grants, and request memoranda; assigning work; monitoring work progress; processing invoices; tracking expenditures; and preparing related, necessary paperwork. (E)
- 5% Present conclusions, recommendations and advise the Commission, other governmental agencies, and others on subject matter issues discussed above. As the State's subject matter expert and technical lead, attend workshops, hearings, and conferences on issues associated with the subject matter described above. Performing this duty may require travel. (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

<p>_____ Vacant Date Energy Commission Specialist II (TED)</p>	<p>_____ Eugene Lee Date Energy Resources Specialist III (Supervisory)</p>
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