

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Associate Energy Specialist (EFF)	<b>Position No.</b> 440-4938-027
<b>CBID:</b> R10	<b>Office:</b> Local Assistance and Financing
<b>Date Prepared:</b> March 17, 2017	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Associate Energy Specialist is under the supervision of the Energy Commission Supervisor II (EFF) in the Local Assistance and Financing Office of the Efficiency Division. The incumbent will independently perform responsible, varied and complex technical and analytical work associated with energy efficiency in support of the Proposition 39 K-12 Program; Bright Schools, Energy Conservation Assistance Programs and the Energy Partnership Program.

**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 or participate in kick-off meetings, workshops, and hearings. 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 including but not limited to: Microsoft Office (Word, Excel, Outlook, and PowerPoint), WebEx, and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 50% Perform complex analytical work in support of the Proposition 39 K-12 Program and Energy Conservation Assistance Act-Education Subaccount including program metric development and analysis using the Proposition 39 Program On-line Energy Expenditure Plan System and utility data. Perform other program support duties including, but not limited, to webpage development and updates; program communications including the preparation and approval process of E-Blasts; program evaluation surveys and assisting in the development and completion of program PowerPoint and Web-Ex presentations. (E)
- 25% Manage contracts. As a contract manager, responsibilities include preparing solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, communications with contractors, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 15% As a team member develop and coordinate local government activities funded through the Commission loan and grant programs by identifying needed services and improvements and preparing programmatic reports which may entail developing evaluation, monitoring and verification plans; securing data from appropriate sources; downloading and evaluating data; and creating and maintaining databases and spreadsheets. (E)

