

DUTY STATEMENT

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION



Classification: Energy Commission Specialist II (TED)	Position No. 5200-4185-005
CBID: R10	Office: Renewable Energy Office
Date Prepared: August 9, 2017	Division: Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves in the Renewable Energy Division as lead staff for the for the Certification Unit of the Renewables Portfolio Standard (RPS) Program. The incumbent will also contribute in the implementation of the Power Source Disclosure (PSD) Program, as well as other renewable energy related activities.

The incumbent is expected to develop knowledge of the history and current requirements of the RPS Program and PSD Program; renewable and non-renewable energy resources offered by load serving entities in California; electricity markets; reporting requirements under the RPS Program and the PSD Program; and RPS Program eligibility and requirements; and the relationship between the RPS Program and the PSD Program. The incumbent must display a thorough understanding of California's renewable energy laws, regulations, and policies as well as the role of the energy sector in achieving California's greenhouse gas emissions reduction goals.

The incumbent will mentor and train junior staff as needed, and manage workload and tasks to complete all program activities in the required timeframes. The incumbent will respond to requests for information from colleagues and stakeholders, engaging management when appropriate. The incumbent will document decisions and activities to develop a record of standard practices and policy decisions. The incumbent will prepare regular updates, reports and presentations to keep management fully informed of completed and planned program activities, identifying issues of specific concern to division and Commission management and the Commissioners.

WORKING CONDITIONS:

The work involves sitting, standing, and walking and is performed in an indoor office and meeting room setting and alternatively on-site or in-field at projects financially supported by the Commission. The candidate must work well with people inside and outside the Commission, including policy-makers and members of the general public. Travel may be required to attend site inspections, workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. The incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Commission software such as word processing, electronic mail and Internet; the incumbent will be required to participate in and lead meetings with other staff.

DUTIES AND RESPONSIBILITIES:

40% As lead staff act as the primary point person for the administration of facility certification in the RPS program. Specific duties include: assisting the ERS III (S) with developing strategic plans for the continued implementation and improvement of the RPS Program Certification Unit; evaluating current program implementation; developing recommendations for program improvements;

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presenting recommendations to office and division management; implementing approved project plans; coordinating activities with the RPS Verification Unit and other Commission programs and divisions; planning, developing and implementing outreach to program participants; and developing status reports. The incumbent will lead efforts to plan, document, and test new functionality and improvements to current functionality in the RPS Online System. The incumbent will also develop training materials, tracking and documentation tools, and program guidance to support development of staff. The incumbent will reviews staff deliverables to ensure work products are complete and accurate. (E)

- 25% The incumbent will be the Lead Staff for planning, coordinating and completing updates to the RPS Eligibility Guidebook and all related program materials. Activities will include developing a detailed project plan, identifying issues for consideration and administrative updates needed, and developing policy recommendations for the direction of the program, coordinating a robust public process to solicit input, completing internal review, briefing management and Commissioners throughout the process, and ensuring development of the highest quality materials. Direct the efforts of a staff team contributing to the update of the guidebook and ensure all records and documents are detailed and accurate.
- 15% The incumbent will contribute to the certification of projects eligible for the RPS. Responsibilities include reviewing and evaluating applicants' eligibility with program guidelines; serving as technical expert for projects applying for certification, which requires expertise and specialized knowledge of technologies; coordinating with other staff; tracking status of certification applications; and communication with stakeholders as necessary. Assist as needed in the planning activities and management of the PSD program. (E)
- 15% Act as an Energy Commission representative to engage public and private entities addressing issues relating to RPS Certification, PSD and other renewable resource-related activities important to the Energy Commission. Develop and maintain liaison with state and local agencies and private partners to support their involvement in the Energy Commission's renewable energy programs. Assess and address issues raised by program participants and proponents; the general public; and community-based citizens groups. Advice upper management and Commissioners about the most complex issues related to RPS Certification implementation. The incumbent will represent the Office, Division, and Energy Commission and present at meetings, conferences, and seminars. (E)
- 5% Perform other duties as required consistent with the 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

Vacant	_____	CAMILLE REMY OBAD	_____
Energy Commission Specialist II	Date	Energy Resources Specialist III (Supervisory)	Date