



Classification: Energy Commission Specialist I (TED)	Position No. 5200-4184-005
CBID: R10	Office: RPS Certification
Date Prepared: July 18, 2017	Division: Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction of the Energy Resources Specialist III (Supervisory), the Energy Commission Specialist I (TED) will perform more complex, sensitive, and responsible work, which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level. The incumbent will serve on a team of staff for the certification of renewable energy generation facilities in the California Renewables Portfolio Standard (RPS). The incumbent will serve on a team of staff contributing to RPS Certification, and will conduct certification of facilities specializing in the most complex facility and technology types. The incumbent will contribute to revisions and updates to the *RPS Eligibility Guidebook*. The incumbent will also serve as primary staff for the implementation of the certification functionality in the RPS Online System and will contribute in the implementation of other renewable energy related activities and programs. The Specialist I will perform in a team environment and will collaborate with a team of staff, renewable energy industry stakeholders, the public, other state/local agencies, and industry/trade organizations and associations.

The incumbent is expected to develop a thorough knowledge of the history and current requirements of the RPS Program, renewable and non-renewable energy resources procured by load serving entities in California, electricity markets, and Renewables Portfolio Standard (RPS) Program definitions and requirements. 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.

WORKING CONDITIONS.

The work is performed in an indoor office and meeting room settings involving sitting, standing, and walking. Travel may be 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 alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet, and participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

50% Perform independent, complex, sensitive and responsible technical and analytical work above journey level activities to administer and provide oversight of RPS Program Certification activities. Conduct complex analyses related to the certification of projects eligible for the RPS, review and evaluate RPS certification applications for conformance with program guidelines; serving as technical expert for specific facility and technology types. Support Program Leads to ensure



workload distribution and timeliness and consistency in reviews; track progress of applications; contribute in efforts to ensure continued compliance with the guidelines; and communicate with applicants and stakeholders as necessary. (E)

- 20% Develop, prepare, and present technical analyses on generation and capacity data for meeting the State’s renewable goals, renewable resource technologies, and the effectiveness of the RPS program. Support Program Leads in developing policy recommendations for the future direction of the programs. Prepare, lead and manage updates to specific sections of the RPS Eligibility Guidebook, including preparation of necessary analytical work to support recommended changes and presentation of information to the public. (E)
- 10% Manage collaboration with staff and consultants to ensure certification portions of the RPS Online System are properly designed to adhere to program requirements and meet stakeholder needs. Contribute to the development and management of contracts associated with the RPS Online System. Responsibilities will include documenting business needs and design criteria, collaborating with system developers to address issues and new development needs, coordinating testing activities, and developing documentation to support staff and public use of the system. (E)
- 10% Analyze proposed legislation relating to the renewable energy technology and the RPS program in collaboration with the Office of Governmental Affairs (OGA). Responsibilities include drafting analyses that accurately reflect the RPS requirements and understanding of specific renewable energy technologies and consider potential impacts to the RPS of proposed legislation. Meet OGA deadlines and coordinate responses with other offices, when applicable; and route analysis for review by management. (E)
- 5% Present information on the RPS program and renewable energy efforts to visiting delegations. Attend workshops, hearings, conferences, and meetings on topics associated with renewable energy for program planning and assist with WebEx. (M)
- 5% Perform other related duties as required consistent with the specification 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 Commission Specialist I (TED)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Camille Remy Obad Date Energy Resources Specialist III (S)