

DUTY STATEMENT

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION



Classification: Associate Energy Specialist (TED)	Position No. 5500-4056-067
CBID: R10	Office: Renewable Energy Technology
Date Prepared: August 23, 2017	Division: Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Associate Energy Specialist (TED) works under the supervision of an Energy Resources Specialist III (S), Renewable Energy Technology Unit, in the Renewable Energy Division. The Associate Energy Specialist (TED) performs journey level work and assists program leads in multi-disciplinary renewable energy related technical and analytical work. The incumbent is expected to perform independent, responsible, varied and complex technical and analytical work. The incumbent will serve as part of a team implementing activities that support the Energy Commission's distributed renewable generation programs. Specific activities include assisting in the maintenance, improvement, and expansion of the established lists of solar energy system equipment provided by the Energy Commission to support the New Solar Home Partnership (NSHP), Senate Bill 1 programs, as well as other local government, utility and state renewable energy and distributed generation programs and requirements. The incumbent will review requests to add equipment to the Energy Commission's lists of eligible equipment and conduct quality assurance and improvement activities to ensure the reliability and accuracy of the data contained in the lists. The incumbent will communicate and coordinate activities with other staff, local and state agencies, equipment manufacturers, testing laboratories, and other stakeholders.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting 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, spreadsheets, electronic mail and Internet, and will; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 40% Conduct reviews of requests for listing on the Energy Commission's equipment lists that support solar energy and distributed generation programs, including incentive programs. Analyze the laboratory reports and listing request information for consistency with established requirements. Consolidate updated listing information into public reports. Communicate verbally and in writing the status of pending requests. Respond to inquiries regarding the equipment listings. Collaborate with other Renewable Energy Division staff, technical specialists, management, and external stakeholders to complete reviews and resolve all issues related to listing requests or inquiries. (E)

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- 25% Perform outreach activities to foster communication among all parties that utilize or rely on the Energy Commission's equipment lists. Collaborate with other staff to plan, develop and conduct outreach and training activities with solar manufacturers and stakeholders. Develop training plans and materials and conduct training in person and over web resources. (E)
- 15% Update program information including the processes, procedures and forms used to implement the equipment list program. Review and update information and materials posted on the equipment pages of the Go Solar California website. Collaborate with staff from other divisions to maintain the website and produce other media materials as needed. (E)
- 10% Identify opportunities for improvements in the equipment list program and collaborate in the development of implementation plans to address short term and long term improvements. Contribute to updates to the Senate Bill 1 Guidelines as needed. Create complementary communication plans to ensure all interested parties are informed of proposed changes and updates. (E)
- 5% Attend and assist in coordinating workshops, hearings, conferences, and meetings on topics associated with the Energy Commissions' renewable energy programs. (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

_____ VACANT Associate Energy Specialist (TED)	_____ Date	_____ PAYAM NARVAND Energy Resources Specialist III (S)	_____ Date
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