



<b>Classification:</b> Energy Commission Specialist II (TED)	<b>Position No.</b> 5500-4185-006
<b>CBID:</b> R10	<b>Office:</b> Renewable Energy Incentives
<b>Date Prepared:</b> October 18, 2017	<b>Division:</b> Renewable Energy Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist II (TED) is under the direct supervision of the Energy Resources Specialist III (S) in the Renewable Energy Division. The ECSII position is characterized by incumbents independently performing the most complex, sensitive and responsible work which requires, on a regular basis, a high level of knowledge, skill and ability. The incumbent will be the lead staff and technical specialist responsible for technical, policy and fiscal/administrative work in distributed energy generation programs in the Renewable Energy Division. Duties include implementation of legislation and policy to support the growth of renewable energy technologies in the marketplace. The incumbent will act as the program lead for the New Solar Homes Partnership and support other renewable energy related program activities.

**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, meetings and conferences. Additional hours beyond an eight-hour workday or forty-hour work week 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; participate in and lead meetings with other staff and with other agencies.

**DUTIES AND RESPONSIBILITIES:**

- 40% As lead program staff, perform complex detailed evaluations of New Solar Homes Partnership (NSHP) program activities to ensure effectiveness in meeting program goals. Develop policy recommendations for the implementation and future activities of the program. Conduct complex analyses of program activities and prepare recommendations and reports for management, commissioners, executive office, and other decision makers. Oversee day-to-day staff work for the NSHP program, conduct public workshops and outreach activities, coordinate revisions and updates to the NSHP Guidebook, and provide input as needed on other renewable related programs such as Senate Bill 1 activities. (E)
- 25% Conduct data analyses to evaluate fiscal and administrative activities to ensure that distribution of the NSHP funds comply with all requirements, encumbrances and distribution of funds meet all required deadlines, and distribution of funds is equitable, efficient and effective at meeting program goals. Lead independent



evaluations of the distribution of funds and related program outcomes from the NSHP program. (E)

20% Establish and manage complex tracking systems to maintain oversight of staff activities, fiscal impacts, and administrative tasks involved in implementing the NSHP Program. Ensure coordination with other Renewable Energy Division and Commission staff, industry and public stakeholders, and other government entities. (E)

10% Prepare and present information to Commissioners, staff, management, and the public. Present information on renewable energy programs to key stakeholders and the public. Assist in developing, and coordinating implementation of the Energy Commission’s renewable energy rebate activities, as needed. Formulate recommendations on improving the administration of various renewable energy activities and programs. (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			
_____		_____	
<b>Vacant</b>	Date	<b>Vacant</b>	Date
Energy Commission Specialist II (TED)		Energy Resources Specialist III (Supervisory)	