



Classification: Energy Commission Specialist I (Forecasting)	Position No. 8200-4947-019 (SB 350 – POU Savings)
CBID: R-10	Office: Demand Analysis
Date Prepared: May 10, 2017	Division: Energy Assessments
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist I (ECS I) is under the general direction of the Energy Resource Specialist III (Supervisory) in the Demand Analysis Office of the Energy Assessments Division, and is the specialist assigned to liaise with California’s publicly owned energy utilities (POUs) and evaluate their efforts in meeting California’s energy efficiency savings targets. The incumbent will independently perform, demonstrably above the journey level, the more complex, sensitive, and responsible technical and analytical energy efficiency related work requiring knowledge about electric and natural gas POUs, the cost effectiveness and feasibility of programs and measures utilities could offer their customers to increase energy efficiency savings, and the ability to clearly communicate with utility staff about information requirements to assess progress in reaching energy efficiency savings targets. The incumbent is part of a team that works with various types of entities to increase energy efficiency savings and collects data to assess progress towards meeting energy efficiency savings targets. The technical responsibilities of this team, including the incumbent, are under the lead of the Energy Commission’s top subject matter expert, an Energy Commission Specialist III, in the area of energy efficiency savings and demand reductions as outlined in Senate Bill 350 (DeLeon, Chapter 547, Statutes of 2015).

WORKING CONDITIONS. The work is performed primarily indoors in an office and meeting-room setting and involves standing and walking as well as sitting for long periods of time. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public; perform well under pressure of deadlines; exercise good listening and communication skills; and prepare quality reports and regulations for expert and layperson readers, team members, and contractors. Additional hours beyond the 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 processes, electronic mail, and internet; participate in and lead meetings with other staff and with other agencies. Some travel is required to attend off-site meetings and participate in workshops and hearings.

DUTIES AND RESPONSIBILITIES:

30% In the capacity of a technical lead, the specialist will independently monitor, review, analyze, and assess the annual progress of each POU’s effort to meet the state’s energy efficiency savings targets. Analyze utilities’ evaluations, measurements, and verification studies regarding their savings, and determine whether the reported savings require further investigation to determine the validity of the utilities’ data and reporting. If the reported information is adequate, use appropriate analytical tools and methodologies to assess progress in reaching annual energy efficiency savings targets, including metered electricity and natural gas consumption measurement techniques if available. Document findings to



provide transparency regarding the means and methods used to arrive at these findings and conclusions. (E)

- 25% As the technical specialist, review and determine whether data submitted by the POUs is adequate for assessing energy savings progress. Review and assess each POU's current reporting practices to determine if they are appropriate and adequate. If additional data is required, develop and propose tiers of reporting requirements based on utility size and customer energy consumption. (E)
- 20% Review and evaluate whether efforts that are intended to increase POU customers' energy efficiency savings are feasible and cost effective. Compile research, including POU energy efficiency potential studies, about cost-effectiveness tests and appropriate input assumptions for these tests. Once the studies are compiled and analyzed, work with a team of energy efficiency and other specialists to document those efforts to provide transparency into the data and methodologies used to analyze that data. (E)
- 10% Prepare, lead, and/or participate in workshops and other meetings related to SB 350 energy efficiency targets. Present findings and conclusions in clear and concise presentations to staff and other government agencies. Provide well written reports, staff papers, and documentation of processes developed to measure progress towards reaching publicly owned utility energy efficiency savings targets. (E)
- 10% Manage contracts, including reviewing contract deliverables and invoices. Provide contract support and input in the solicitation development and evaluation of proposals. (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			
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Date Energy Commission Specialist I (FO)	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Supervisor Date Energy Resources Specialist III (Supervisory)		