



<b>Classification:</b> Energy Commission Specialist I (Forecasting)	<b>Position No.</b> 8200-4947-020 (SB 350 - Nonutility Savings)
<b>CBID:</b> R-10	<b>Office:</b> Demand Analysis
<b>Date Prepared:</b> May 10, 2017	<b>Division:</b> Energy Assessments
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist I is under the general direction of the Energy Resources Specialist III (Supervisory) in the Demand Analysis Office of the Energy Assessments Division. The incumbent will independently perform, demonstrably above the journey level, the more complex, sensitive, and responsible technical and analytical energy assessments related to both actual and forecasted energy efficiency savings and the effectiveness of non-utility entities' activities intended to help meet California's energy efficiency savings targets. This work will require the incumbent to be knowledgeable about electric and natural gas non-utility entities and programs such as appliance and building efficiency standards, programs for building owners and clean energy jobs, and greenhouse gas reduction funds. The work also requires the incumbent to have a clear understanding about cost effectiveness and the feasibility of programs and measures that result in an increase in energy efficiency savings. The incumbent must be able to clearly communicate with these entities about the kinds of information the Energy Commission will need to assess progress in reaching energy efficiency savings targets. The incumbent is part of a team of energy forecasting and energy efficiency specialists that works with various types of entities including federal and state agencies, local governments and regional boards to develop strategies that could increase energy efficiency savings and collect 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 field 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, review and evaluate existing nonutility programs to determine whether efforts intended to increase energy efficiency savings are feasible and cost effective. Compile research and 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 Commission energy efficiency and other specialists to document the efforts. (E)

- 25% As the technical specialist, monitor and review each entity's progress toward meeting California's energy efficiency savings targets. Assess whether each entity's reported savings require in-depth investigation to determine validity. If the reported information is adequate, use appropriate analytical tools and methodologies to assess progress in reaching annual energy efficiency savings targets and document the findings. (E)
- 20% Evaluate and determine whether existing available data is adequate for assessing energy savings progress. Assess each entity's current reporting practices. If additional data is required, develop and propose reporting requirements based on entity size and impact on energy consumption. (E)
- 10% Participate in workshops and other meetings related to SB 350 activities and related 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 energy efficiency savings targets. (E)
- 10% Manage contracts, including review of 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)

<b>SIGNATURES</b>			
<b>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>			
_____ Employee	_____ Supervisor	_____ Date	_____ Date
Energy Commission Specialist I (FO)	Energy Resources Specialist III (Supervisory)		