



<b>Classification:</b> Energy Commission Specialist I (TED)	<b>Position No.</b> 8200-4184-001 (Technical Lead)
<b>CBID:</b> R10	<b>Office:</b> Demand Analysis
<b>Date Prepared:</b> September 18, 2017	<b>Division:</b> Energy Assessments
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist I (ECS I) is under the general supervision of the Energy Resources Specialist III (Supervisory) in the Data Analysis and Survey Unit of the Demand Analysis Office (DAO). The incumbent works independently performing complex, sensitive and responsible work that requires technical expertise about the equipment characteristics in residential, commercial, and industrial buildings and dedicated technology that generates or stores energy used by these buildings. Working with a team of economists, engineers, and demographers in developing surveys to collect information about how energy is used in buildings, the ECS I is responsible for assuring that the survey instrument design, research plan, and data analysis methodology sufficiently covers information about equipment's energy use and technology's role in serving the energy load. This data collection and analysis will contribute to more detailed and accurate energy demand forecasts, providing a basis from which California's policy and decision makers can review, assess, revise, and enact state energy policy.

**WORKING CONDITIONS:** The work is primarily performed indoors in an office and meeting-room setting, and involves sitting, standing, and walking. Travel may be necessary to participate in data collection activities and training, attend workshops, hearings, and meetings away from the Energy Commission's headquarters. Additional hours beyond an eight-hour workday or a forty-hour workweek may be required.

### **DUTIES AND RESPONSIBILITIES**

- 40% Conduct technical assessments of survey methodologies and research plans, evaluate the scope and design of survey instruments for effectiveness in evaluating current and future equipment technology characteristics and generation and storage technologies. The incumbent will contribute to planning and designing new data collection methods and ensure the data is collected in the most efficient manner; leverage survey data collection technologies; evaluate new data collection methods and collaborative opportunities for data collection. The incumbent will evaluate opportunities to aggregate different data sources and provide recommendations regarding the combination and adoption of various data sources into the data collection processes. The incumbent will evaluate energy technology development that impacts customer energy use and electric system loads and develop methods to incorporate current and future technology impacts into data collection using surveys. (E)
- 30% Serve as a technical expert for energy use surveys by interacting and collaborating with other data collection staff on topics including determining the source of data issues and design specific corrective actions to improve data quality and characteristics. The incumbent will identify and evaluate new data sources, data collection methods, and data quality improvement strategies. The incumbent may manage or assist in managing survey supporting contracts. (E)
- 15% Actively participate with other staff to improve data quality measures, data collection strategies, and author procurement documents to support data quality objectives. The incumbent will be responsible for authoring and maintaining data quality procedures and methodologies. (E)

**DUTY STATEMENT**



10% Present and provide a supporting role in workshops, hearings, conferences, and meetings regarding data collected and any reports produced using the data. The incumbent will collaborate with Energy Commission staff on commercial and industrial energy consumption activities, when appropriate. Provide well-written and concise reports and/or technical papers that present the data to staff, Commissioners, and other governmental agencies. (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

<p>_____ Employee Energy Commission Specialist I (TED)</p> <p style="text-align: right; margin-right: 20px;">Date</p>	<p>_____ Andrea Gough Energy Resources Specialist III (Supervisory)</p> <p style="text-align: right; margin-right: 20px;">Date</p>
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