STATE OF CALIFORNIA

DUTY STATEMENT

CURRENT

CEC-004 (Revised 3/2020)

Classification(s): Energy Commission Specialist I (TED)

Working Title: Energy Commission Specialist

Position Number: 535-310-4184-005

Division/Office: Energy Research and Development/Energy Efficiency Research

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Effective Date: June 11, 2020

Conflict of Interest (COI): ☒ Yes ☐ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the general supervision of the Energy Resources Specialist III (Supervisory) in the Energy Efficiency Research Office, Industrial, Agriculture & Water (IAW) Efficiency Unit, the incumbent serves as a member of the IAW Efficiency team to develop, implement and administer energy research, development and demonstration (RD&D) efforts related to the efficient use of energy as it relates to various programs within the IAW and food processing technologies. The incumbent performs the more complex and difficult analyses, develops and manages the more complex research projects and assists in the development of public interest energy research program policy. The incumbent provides technical leadership, direction, and coordination efforts for the IAW unit's research and development needs associated with IAW energy efficiency with emphasis on achieving state energy efficiency goals. The incumbent will work within an interdisciplinary team or teams and assists the IAW Efficiency team with program planning in the IAW Efficiency subject area and demonstrations of R&D-funded technologies in the water, industrial, agriculture and food processing sectors.

The goal of the Electric Program Investment Charge (EPIC) research program is to conduct research, development and demonstration to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced energy efficiency concepts, technologies, and practices; performs time-critical and subject matter-critical technical or market analyses to support public interest energy RD&D funding; manages more complex RD&D projects; and consults with experts in the field.

Essential Duties

The incumbent will perform the more difficult, highly complex tasks as follows:

40% Contract Management and Administration. Identify, implement, organize, and manage sensitive and more complex energy efficiency related technical and scientific projects and contracts. Develop work statements, budgets and measurable technical and economic objectives which will be used to determine project success, and other materials necessary to finalize the contract agreements. Synthesize information from multiple sources. Identify energy efficiency related R&D needs and their potential to help achieve California's energy policies and objectives. Coordinate with local, regional, state, and federal government entities, utilities, industry and other stakeholders to facilitate the coordination of public interest energy policies and objectives, and other research programs and studies.

25% Program Planning. Serve as a technical specialist for identifying, analyzing and evaluating research and development issues related to industrial, agriculture, water and food processing energy efficiency. The incumbent will implement energy related projects associated with improving the energy efficiency of the industrial, agricultural and water industry in such areas as process heating or cooling, refrigeration, advanced burners and control systems, energy and water use optimization, agricultural or landscape irrigation system, food preservation (blanching, drying frying, pasteurization and sterilization), energy storage and demand response systems. The incumbent will be responsible for planning the research strategy for maximizing energy efficiency, including identifying target energy efficient technologies to meet the program's research projects in the near and mid-term; evaluating the technical and economic feasibility of various approaches, technologies, tools, strategies, and proposals; determining, estimating and verifying rate payer benefits; identifying needed market support and technical assistance to overcome barriers; and meeting with key stakeholders, trade associations and others to understand research needs. The incumbent will provide expert guidance, consultation and direction to program management on more complex technical energy issues within the EPIC IAW Energy Efficiency area. Assist the EPIC IAW Efficiency team in the formulation and refinement of guidelines, standards, policy options and core area program initiatives for development and demonstration of emerging industrial, agriculture, and water technologies, for consideration by the Deputy Director for Energy Research and Development, the Executive Office, Commissioners, and the Legislature, and other stakeholder agencies.

20% Solicitation Management and Administration. Manage and conduct solicitation planning and development activities. The incumbent will review proposals to determine technical feasibility, how well the project addresses the scope of the solicitation criteria including, but not limited to the extent the project will advance science or technology, address market and industry issues and needs, meet specified target goals and objectives, and evaluate the skill, experience and ability of the project team to complete the technical tasks within the budget and schedule, move the results into the marketplace, and the adequacy of project funding. The incumbent will prepare written findings of such evaluations for use by a technical scoring committee.

5% Subject Matter Expert. Serve as a resource and technical expert in preparing and presenting conclusions and recommendations and provide subject-matter expert consultation to the Commission, local, regional, state, and federal governmental agencies, legislature, media

and private entities regarding studies and topics within the incumbent's assigned areas of expertise. Performing this duty may require travel.

5% Presentation and Public Outreach. Organize, prepare and make presentations at workshops, seminars and conferences; write technical papers and case studies for professional journals and industry publications; provide expert testimony and comments within the incumbent's area of expertise on more complex technical problems at hearings and proceedings sponsored by the Legislature, the Energy Commission, other local and regional governments, state and federal agencies, utilities, and other entities related to energy efficiency RD&D.

Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: A wide range of energy technologies and associated deployment and use issues; energy supply and demand forecasts and analytic methodologies, energy policy issues affecting or resulting from energy technology development, and energy project management techniques; California Public Resource Code pertaining to energy resources conservation and development; principles of physical sciences and engineering involved in energy resource development, conversion, distribution, and conservation; principles of econometric and end-use energy demand forecasting; energy sources and use within the California economy; principles of engineering economics, financial analysis, and economic theory as it pertains to energy supply and demand; energy technology costs and cost-accounting methods; recent research and development projects related to the use of petroleum, natural gas, biomass and other synthetic fuels; energy technology environmental impacts, including emissions, waste streams, volumes and characteristics; energy technology public health impacts, air quality impacts and risk analysis; general provisions of social and economic implications of geothermal, solar, wind and other renewable energy development, technology and fuel demonstrations, resource planning and facility construction; recent research and development projects in electrical, nuclear, geothermal, and other energy sources and their related fuels and technologies; Federal and State energy policy; and decision theory, probabilistic risk assessment, and techniques of comparative evaluation, and Federal, State and local government, utilities and private agencies in energy research and regulation.

Ability to: Reason logically and creatively, evaluate and apply a variety of analytical and research methods for the purpose of systematic, critical, and thorough analysis of energy problems or prospective issues leading to formulation, testing, or revision of State and/or Federal energy policies; utilize available computer systems for data base and/or computational applications; manage contracts; analyze energy data and present ideas and information effectively both orally and in writing; communicate in both written and oral formats; prepare and give testimony in planning and regulatory proceedings; develop and use complex computer programs and analytic models; develop and evaluate fuel alternatives; gain and maintain the confidence and cooperation of those contacted during the course of work; evaluate and quantify the effect of research, development and demonstration programs on energy systems; analyze situations accurately and take effective actions, and act independently within the guidelines set forth by the Commission; present ideas and analysis cogently and effectively; and consult with and advise other staff management, Commissioners, or others on the relative merits of specific energy technologies and the impact of various energy policies.

Working Conditions

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to conduct project site visits, 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, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date**: _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): David Stout

Supervisor's Signature:_____ **Date**: _____