STATE OF CALIFORNIA

DUTY STATEMENT PROPOSED

CEC-004 (Revised 3/2020)

Classification: Associate Energy Specialist (TED)

Position Number: 420-4056-001

Division/Office: Efficiency Division, Existing Buildings Office

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Effective Date: July 10, 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 supervision of the Energy Resources Specialist III (Supervisory) in the Data and Analytics Unit of the Existing Buildings Office in the Efficiency Division, the incumbent will independently perform complex, varied, and responsible energy data-related work, which requires on a regular basis knowledge, skill, and ability that is at the full journey level. The incumbent is expected to conduct energy data analysis and visualization by implementing various data and analytics-related projects. The incumbent will perform a variety of technical and analytical tasks of average difficulty related to data and analytics projects. The incumbent will contribute as a team member to develop and implement various data and analytics products including minor reports and recommendations.

Essential Duties

40% Independently perform more advanced technical and analytical work to implement data and analytics projects as part of the California Energy Commission's (CEC) data modernization plan. Conduct detailed analysis and provide technical assistance on energy efficiency projects. Assignments may include, but are not limited to: (1) identifying data sources, evaluating data collected, and identifying gaps in data; (2) developing processes, methods, and routines to collect, clean, and transform data to ensure it meets specific data quality standards; (3) cataloging data, developing data dictionaries, and developing data libraries; and (4) querying, analyzing, and visualizing data to support policy development and program performance tracking.

40% Independently perform quantitative analysis, assist in preparing policy, economic, and technical analyses and recommendations, and write minor reports. Work with information technology professionals within and outside the CEC regarding information systems that collect, store, report, and perform related functions with energy efficiency data. Assist with coordinating and collaborating with other subject matter experts and data managers at sister state agencies, the U.S. Department of Energy, federal agencies, national energy laboratories, other states, tribes, private sector experts and innovators, and with state agencies and stakeholder groups.

15% Organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions.

Marginal Duties

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

Working Conditions

Typically, work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required. Due to the COVID-19 pandemic, in the near-term, work is performed in a telework environment and may return to an office environment at some time in the future. It may require standing and walking, as well as sitting for long periods. In the future, some travel may be required to attend off-site meetings or participate in conferences, workshops, and hearings. 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 CEC remote/telework tools such as Microsoft Office 365 (Word, Excel, PowerPoint, OneDrive, SharePoint, Teams), AWS Chime, Zoom, and Internet browsers. Video participation is encouraged.

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.

Troy Dorai (Print): _____

Troy Dorai (Signature):_____ **Date**: _____

STATE OF CALIFORNIA

DUTY STATEMENT PROPOSED

CEC-004 (Revised 3/2020)

Classification: Energy Analyst

Position Number: 420-5837-xxx

Division/Office: Efficiency Division, Existing Buildings Office

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Effective Date: July 10, 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 supervision of the Energy Resources Specialist III (Supervisory) in the Data and Analytics Unit of the Existing Buildings Office in the Efficiency Division, the incumbent performs work of in a wide variety of consultative and analytical energy assignments related to energy efficiency data, which requires on a regular basis knowledge, skill, and ability that is at the entry level. The incumbent is expected to assist with energy data analysis and visualization in data and analytics-related projects. The incumbent will contribute as a team member to develop and implement various data and analytics products including minor reports and recommendations. The incumbent will also provide support to other offices in the Efficiency Division and other California Energy Commission (CEC) divisions, consistent with the duties and responsibilities described below.

Essential Duties

35% Perform routine technical and analytical work to implement data and analytics projects as part of the CEC's data modernization plan. Conduct detailed analysis and provide technical assistance on energy efficiency projects. Assignments may include, but are not limited to: (1) identifying data sources, evaluating data collected, and identifying gaps in data; (2) developing processes, methods, and routines to collect, clean, and transform data to ensure it meets specific data quality standards; (3) cataloging data, developing data dictionaries, and developing data libraries; and (4) querying, analyzing, and visualizing data to support policy development and program performance tracking.

30% Perform routine quantitative analysis; assist in preparing policy, economic, and technical analyses and recommendations; and write or contribute to minor reports. Work with information technology professionals within and outside the CEC regarding information systems that collect, store, report, and perform related functions with energy efficiency data. Assist with coordinating and collaborating with other subject matter experts and data managers at sister state agencies, the U.S. Department of Energy, federal agencies, national energy laboratories, other states, tribes, private sector experts and innovators, and with state agencies and stakeholder groups.

15% Learn and support energy efficiency and decarbonization activities targeting existing buildings. Work with CEC, California Public Utilities Commission (CPUC), and California Air Resources Board (ARB) professionals and energy policy experts to increase understanding of barriers and contribute to process identifying opportunities and pathways to increase decarbonization and energy efficiency.

15% Participate in and assist with organizing and conducting workshops, hearings, conferences, briefings, and training sessions.

Marginal Duties

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

Working Conditions

Typically, work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required. Due to the COVID-19 pandemic, in the near-term, work is performed in a telework environment and may return to an office environment at some time in the future. It may require standing and walking, as well as sitting for long periods. In the future, some travel may be required to attend off-site meetings or participate in conferences, workshops, and hearings. 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 CEC remote/telework tools such as Microsoft Office 365 (Word, Excel, PowerPoint, OneDrive, SharePoint, Teams), AWS Chime, Zoom, and Internet browsers. Video participation is encouraged.

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.

Troy Dorai (Print): _____

Troy Dorai (Signature):_____ Date: _____

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Effective Date: July 10, 2020

Conflict of Interest (COI): ☒ Yes ☐ No

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Job Description

Under the supervision of the Energy Resources Specialist III (Supervisory) in the Data and Analytics Unit of the Existing Buildings Office in the Efficiency Division, the incumbent will independently perform complex, varied, and responsible energy data-related work, which requires on a regular basis knowledge, skill, and ability that is at the full journey level. The incumbent is expected to conduct energy data analysis and visualization by implementing various data and analytics-related projects. The incumbent will perform a variety of technical and analytical tasks of average difficulty related to data and analytics projects. The incumbent will contribute as a team member to develop and implement various data and analytics products including minor reports and recommendations.

Essential Duties

40% Independently perform more advanced technical and analytical work to implement data and analytics projects as part of the California Energy Commission's (CEC) data modernization plan. Conduct detailed analysis and provide technical assistance on energy efficiency projects. Assignments may include, but are not limited to: (1) identifying data sources, evaluating data collected, and identifying gaps in data; (2) developing processes, methods, and routines to collect, clean, and transform data to ensure it meets specific data quality standards; (3) cataloging data, developing data dictionaries, and developing data libraries; and (4) querying, analyzing, and visualizing data to support policy development and program performance tracking.

40% Independently perform quantitative analysis, assist in preparing policy, economic, and technical analyses and recommendations, and write minor reports. Work with information technology professionals within and outside the CEC regarding information systems that collect, store, report, and perform related functions with energy efficiency data. Assist with coordinating and collaborating with other subject matter experts and data managers at sister state agencies, the U.S. Department of Energy, federal agencies, national energy laboratories, other states, tribes, private sector experts and innovators, and with state agencies and stakeholder groups.

15% Organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions.

Marginal Duties

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

Working Conditions

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Employee's Name (Print): _____

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

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Troy Dorai (Print): _____

Troy Dorai (Signature):_____ **Date**: _____