STATE OF CALIFORNIA

DUTY STATEMENT PROPOSED

CEC-004 (Revised 7/2020)

Classification: Energy Commission Specialist III (TED)

Position Number: 430-4186-001

Division/Office: Efficiency, Building Standards

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Effective Date: November 1, 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 direction of the Energy Resources Specialist III (Managerial) in the Building Standards Office, the Energy Commission Specialist III (TED) accommodates the broadest and most advanced levels of expertise required to act as a technical advisor to the California Energy Commission in support of the California Energy Code and statewide building decarbonization. The incumbent makes technical and policy recommendations affecting the direction of the Energy Code, and performs a wide variety of consultative, analytical, and research-oriented assignments in support of the Building Standards Office. The incumbent consults with and advises other office managers and staff, division and executive management, Commissioners, and other interested members of the state energy community on a wide variety of issues and topics related to energy forecasting, modeling, and fuel policies. The incumbent may provide testimony to legislative bodies, outside agencies, and CEC committees.

Essential Duties

40% Provides project management support and leadership for the triennial Energy Code development, adoption, tools implementation, and maintenance cycle. This role includes planning energy standards development activities including identifying measures, developing measure reports, holding public workshops, finalizing measures, and developing rulemaking documents. After CEC adoption, provides project management support and leadership in developing Energy Code tools such as Reference Appendices,

Compliance Manuals, and CBECC modeling software. This lead role includes conducting research, analyzing data, developing alternatives, making recommendations, writing reports, and implementing decisions.

40% Acts as a subject-matter expert to support the development of the Energy Code and building decarbonization. Coordinates responses to and respond to public comments, requests for assistance from CEC staff, and other interested parties. Assists with compliance requirements necessary to the successful and timely adoption of the Energy Code and CALGreen, including the California Environmental Quality Act.

15% Operates as consultant and liaison for the Building Standards Office with other offices in the division and other divisions in the CEC on issues related to Energy Code and building decarbonization. Develops partnerships with professional and trade organizations, building industry groups, utilities, state departments, local governments, building departments, compliance providers, and advocates. Represents the Building Standards Office with industry working groups, at public workshops, and with national organizations.

Marginal Duties

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

Working Conditions

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, Outlook, PowerPoint, OneDrive, SharePoint, Teams), 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.

William A. Vicent (Print): _____

William A. Vicent (Signature):_____ **Date**: _____