STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

Classification(s): Air Resources Engineer

Working Title: Air Resources Engineer

Position Number: 535-610-3735-003

Division/Office: Fuels and Transportation Division/ Advanced Vehicle Infrastructure Office

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Effective Date: June 15, 2021

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 Advanced Vehicle Infrastructure Office (AVIO) of the Fuels and Transportation Division (FTD), the incumbent will provide engineering analysis and support infrastructure planning. The incumbent will provide outreach, education, and training to technical and non-technical audiences, including policymakers. The incumbent will fulfill shared responsibilities and duties with the CEC and Caltrans.

Essential Duties

25% Provide engineering expertise and perform infrastructure planning. Perform technical assessment of light-, medium-, and heavy-duty zero emission vehicle (ZEV) infrastructure. Support Caltrans development of ZEV infrastructure projects. Evaluate and analyze grid and power needs, and opportunities to use renewables and energy storage for Caltrans public, workspace, and fleet ZEV charging infrastructure. Identify pathways for coordination of ZEV charger infrastructure installation under Dig Smart principles.

25% Perform data analysis and research. Establish and lead the implementation of systems, processes, and procedures for data collection and analysis, for example, of networked ZEV charger data and/or hydrogen production, and hydrogen supply chain and delivery. Coordinate Caltrans and CEC transportation and energy modeling efforts to meet ZEV and greenhouse gas emission reduction benchmarks. Manage, evaluate, and report data,

information, and knowledge using Microsoft Excel and other database tools including those for creating dashboards and maps.

20% Communicate policy recommendations and technical concepts to policymakers, stakeholders, and others in both oral and written formats. Work as a member of both the Fuels and Transportation Division and the Caltrans Sustainability team. Develop communications materials targeted to Caltrans stakeholders on relevant ZEV technologies and funding opportunities. Train Caltrans staff on the materials and participate in stakeholder engagement. Analyze and provide recommendations for Caltrans and CEC planning documents, such as the Caltrans Sustainable Freight Action Plan, Interregional Transportation Strategic Plan (ITSP), and the CEC Integrated Energy Policy Report (IEPR). Evaluate the Caltrans ZEV Action Plan 2.0 for progress on meeting statewide ZEV goals and develop recommendations for improvement. Consistently create documentation of work performed.

25% Write, and collaborate with colleagues on, CEC Clean Transportation Program funding solicitations for ZEV infrastructure. Manage CEC grants, contracts, and other incentive projects. Prepare work statements and budgets, maintain schedules and review the deliverables, and prepare special conditions and measurable technical and economic objectives which will be used to determine project success. Establish and maintain technical and business relationships with the funding recipient, initiate amendments, perform technical reviews of monthly progress and work conducted by funding recipient, and review invoices. Conduct site visits to determine that construction conforms to the project design and technical specifications as stated in the grant agreement; meet and discuss project specifications with the project engineer; determine deviations, if any, from original specifications, and identify the changes, why the changes were made, and if the changes were in the project's best interest.

Marginal Duties

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

Working Conditions

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

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): _____

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