**Classification(s):** Energy Analyst (TED)

**Working Title: Energy Analyst (TED)**

**Position Number:** 535-**570-5837-xxx**

**Division/Office**: Renewable Energy/Clean Energy

**Collective Bargaining Identifier (CBID):** R10

**Work Week Group (WWG):** 2

**Effective Date:** July 1, 2021

**Conflict of Interest (COI):** [ ]  **Yes**  [x]  **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 Electric Generation System Specialist III (Supervisor) in the Procurement and Disclosure Unit, the Energy Analyst assists in executing the Energy Commission’s roles and responsibilities in administering California’s Power Source Disclosure (PSD) program, a public transparency program that provides energy generation resource types and greenhouse gas emissions information associated with the electricity serving California customers. The responsibilities and duties of the incumbent include administrative handling and technical review of PSD annual reports submitted by retail electricity suppliers, facilitating public records requests, program data management and correspondence with stakeholders. The incumbent also has a limited role in updates to program webpages, the *Renewable Portfolio Standard* (RPS) program’s online application system and the *RPS Eligibility Guidebook* through research and staff papers, geothermal program support activities and supporting other RED programs as needed.

## Essential Duties

50% Assist in administering the PSD Program, including but not limited to: correspondence with stakeholders; receiving and validating data submissions from reporting entities; facilitating public records requests of program data; assisting the program lead with data verification and compliance activities; website updates; data management; and document production.

30% Assist in rulemaking activities, including: conducting research, drafting public notices; assisting program lead in developing public workshops and providing technical support during workshops; reviewing and summarizing public comments; and website updates. Assist in updates to program webpages, the PSD, and Renewable Portfolio Standard (RPS) program’s online reporting systems, assisting with updates to the *RPS Eligibility Guidebook* through research and staff papers, and supporting other RED programs as needed.

10% Assist with technical research and data analysis for inclusion in energy policy reports and management briefings. Assist in geothermal program support activities and other RED programs.

## Marginal Duties

5% Attend workshops, hearings, conferences, and meetings on topics associated with renewable energy.

5% Perform other related duties as required consistent with the specification of this 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): Vacant**

**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): Jordan Scavo**

**Supervisor’s Signature**: **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_