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| **PART A** |
| **Position No:** 321-001-4800-007 | **Date:**   |
| **Classification:** Staff Services Manager I (Specialist) | **Name:**   |
| The California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) works to provide innovative and effective financing solutions for California’s industries, assisting in reducing the state’s greenhouse gas emissions by increasing the development and deployment of renewable energy sources, energy efficiency, and advanced transportation and manufacturing technologies to reduce air pollution, conserve energy, and promote economic development and jobs.Under the general direction of the Executive Director and the Staff Services Manager II for the California Hub for Energy Efficiency Financing (CHEEF), this position is independently responsible for the most complex energy efficiency regulatory, industry, financial, and operational issues related to the administration of the CHEEF programs. This position provides leadership to analytical and administrative staff assigned to CHEEF Program Development and Implementation, with major responsibilities in the more complex and technical functional areas of program research and design, analysis, rulemaking, implementation, and stakeholder relationships. |
| **Percentage of time performing duties** | **ESSENTIAL FUNCTIONS** |
| 25% | **Research, Design and Analysis**Conducts complex research and analysis, identifying options and providing recommendations on the most complex program issues. Coordinates with other analysts, stakeholders, partners, and technical consultants to analyze and create recommendations. Gains and then provides expertise on the following types of subject matter areas as they relate to program implementation: * California energy efficiency policy goals, legislation, and activities; complementary programs and potential partners
* California Public Utilities Commission (CPUC) and California Energy Commission (CEC) energy efficiency and decarbonization proceedings; energy savings methodologies and program Evaluation, Measurement and Validation (EM&V); cost-effectiveness
* Energy efficiency and clean energy financing structures, entities, and financial markets; credit enhancement structures; options to leverage private capital
* Energy efficiency and clean energy technology, both current and emerging; measure eligibility; project and quality assurance and quality control standards,
* Utility operations, billing systems, and on-bill repayment programs.
* Single family residential, affordable multifamily, Commercial and Municipal, University, School and Hospital (MUSH) building industries and customer needs.
* Energy efficiency and clean energy funding opportunities
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| 30% | **Rulemaking**Leads the public input and rulemaking process including drafting of regulations and regulation packages, coordinating stakeholder engagement in the rulemaking process, responding to public comment, preparation of materials for the CAEATFA Board and coordinating with reviewing attorneys. |
| **20%** | **Stakeholder and Partner Relationships*** Cultivates relationships with currently participating and potential finance companies and serves as their “account manager” regarding Program onboarding, assistance with projects and general program success
* Conducts outreach to and serves as a point of contact for project developers, utility program implementers and high volume retrofit contractors
* Identifies opportunities for strategic partnerships and works to develop partnerships that expand the Programs ability to serve customers
* Serves as point of contact for more complex customer inquiries
* Collaborates on program design and strategic initiatives with key stakeholders, including staff of the CPUC, Utilities, finance companies, retrofit contractors, industry trade groups and associations, state agencies, technical consultants and CAEATFA’s vendors.
* Composes public-facing materials and presents promotional workshops for contractors, project developers, utility and government program administrators, and customers
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| **20%** | **Development and Implementation:** * Develops workflows, procedures, and data exchanges between parties to operationalize the CHEEF
* Identifies needs related to user experience and develops requirements for software or IT solutions
* Develops and prepares materials related for program implementation, including training materials, fact sheets, procedures, process flows, program forms, reports, workflow trackers and other tools.
* Reviews program applications and claims to ensure compliance with regulations.
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| **Percentage of time performing duties** | **NON-ESSENTIAL FUNCTIONS** |
| **5%** | Other duties as needed.  |

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| **PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS** |
| **Activity** | **Not Required** | **Less than 25%** | **25% - 49%** | **50% - 74%** | **75% or more** |
| **Vision:** Review printed and handwritten material, reading computer screen. |[ ] [ ] [ ] [ ] [x]
| **Hearing:** Answer inquiries and provide verbal information to agencies, communities, and public and private sector. |[ ] [ ] [ ] [ ] [x]
| **Speaking:** Answer inquiries and provide verbal information to other employees, agencies, public and private sector. |[ ] [ ] [ ] [x] [ ]
| **Walking:** Distribution of information and copying. |[ ] [ ] [ ] [x] [ ]
| **Sitting:** Sitting at the desk for long periods of time. |[ ] [ ] [ ] [ ] [x]
| **Standing:** Xeroxing or faxing |[ ] [x] [ ] [ ] [ ]
| **Balancing:**   |[x] [ ] [ ] [ ] [ ]
| **Concentrating:** Gathering financial/statistical information, preparing analytical reports and documents. |[ ] [ ] [ ] [ ] [x]
| **Comprehension:** Understanding financial and statistical information gathered from various sources. |[ ] [ ] [ ] [ ] [x]
| **Working Independently:** : Must be able to work independently and under the supervision of the SSM II  |[ ] [ ] [ ] [ ] [x]
| **Lifting up to 10 LBS occasionally:** Obtain files and documents. |[ ] [ ] [ ] [x] [ ]
| **Lifting up to 20 LBS occasionally and/or 10 LBS frequently:**   |[x] [ ] [ ] [ ] [ ]
| **Lifting up 20-50 LBS occasionally and/or 25-50 frequently:**   |[x] [ ] [ ] [ ] [x]
| **Fingering:** Use computer to enter data gathered, and dial telephone. |[ ] [ ] [ ] [ ] [x]
| **Reaching:** Answering telephone and reach for supplies and paperwork. |[ ] [ ] [ ] [x] [ ]
| **Carrying:** Carry documents and files. |[ ] [ ] [ ] [x] [ ]
| **Climbing:**   |[x] [ ] [ ] [ ] [ ]
| **Bending at waist:**   |[x] [ ] [ ] [ ] [ ]
| **Kneeling:**   |[x] [ ] [ ] [ ] [ ]
| **Pushing or pulling:**   |[x] [ ] [ ] [ ] [ ]
| **Handling:** Sort and file paperwork. |[ ] [ ] [ ] [x] [ ]
| **Driving:**   |[ ] [x] [ ] [ ] [ ]
| **Operating equipment:** Computer, telephone, xerox machines, fax. |[ ] [ ] [ ] [x] [ ]
| **Working indoors:** Enclosed office environment |[ ] [ ] [ ] [ ] [x]
| **Working outdoors:**   |[x] [ ] [ ] [ ] [ ]
| **Working in confined space:** Enclosed office environment |[ ] [ ] [ ] [ ] [x]

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| **PART B****PROSPECTIVE EMPLOYEE RESPONSE** |
| **Position No: 321-001-4800-007** | **Date:**   |
| **Classification: Staff Services Manager I (Specialist)** | **Name:**   |
| Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above? |
|  | No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above. |
|  | No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above. |
|  | Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation. |
|  | I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description.  |
| **Note:** If you have checked this box, please indicate in the space below the following information:1. the essential function in question, and2. the specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function. |
| You may attach additional pages if necessary. A Personnel Office representative will contact you in order to discuss the matter with you in greater detail. If during this conversation it is determined that a reasonable accommodation may be necessary in order for you to perform the essential function(s) of the job, the representative will discuss that option with you. |
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| **CERTIFICATION:** I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.) |
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| Applicant’s Signature | Date Signed |