**Classification:** Energy Commission Specialist I (TED)

**Working Title: Energy Commission Specialist**

**Position Number:** **535-430-4184-008**

**Division/Office**: **Efficiency, Building Standards**

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

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

**Effective Date: May 1, 2022**

**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 general direction of the Energy Resource Specialist III (Supervisory) in the Building Standards Office of the Efficiency Division, the incumbent will perform more complex, sensitive, and responsible energy-related scientific work which requires, on a regular basis, a level of knowledge, skill, and ability which is demonstrated above the journey level.

To support the development of the Building Energy Efficiency Standards (Energy Code), the incumbent will analyze issues associated with energy technology development focusing on the nexus between energy use and fuel combustion emissions. The incumbent will analyze environmental impacts and issues of electrification, decarbonization, and indoor/outdoor air quality consequences of energy use.

## Essential Duties

30% Perform varied technical and analytical work supporting the development and implementation of the Energy Code. Analyze issues associated with new technologies and end uses related to building electrification, decarbonization, and low-global warming potential. Evaluate non-monetary costs and benefits, equity, and affordability related to those technologies and end uses. Act as lead and coordinate the efforts of varied industry and governmental stakeholders.

30% Analyze, make recommendations, and provide technical expertise on issues related to local government amendments to adopted standards (i.e., local ordinances, reach codes). Develop strategies and recommendations for improving energy efficiency and load flexibility in existing buildings. Present information including analyses, conclusions, and recommendations at California Energy Commission (CEC) hearings or on behalf of the CEC before regulatory bodies and others.

20% Develop guidelines and materials related to stakeholder participation in the Energy Code development and adoption processes. Conduct stakeholder outreach to ensure broadest reach for a robust adoption process. Develop and provide support to other offices and divisions seeking to coordinate on fuel and demand flexibility topics. Respond to requests for assistance and information relating to energy efficiency policy, programs, and technologies, including requests to act as a liaison between program leads and outside parties.

15% Act as work authorization manager for contracts that support Energy Code development and implementation. Support division contract agreement manager by preparing work authorization documents, negotiating work statements, assigning work to contractors, monitoring work progress, tracking deliverables, and approving invoices.

## Marginal Duties

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

## Working Conditions

The CEC offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited-in person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to the successful performance in this position. This position is remote centered which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking). While performing duties, the incumbent will be required to use a personal computer and appropriate CEC remote/telework tools such as Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, OneDrive, SharePoint, Teams, OneNote), Zoom, and internet browsers. Video participation is encouraged.

## Diversity and Inclusion Statement

As a state agency serving all Californians, the CEC is committed to being an organization that embodies diversity, equity, and inclusion. The CEC plays an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee’s Acknowledgement:** I certify that I can perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee’s Name (Print):**

**Employee’s Name (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.

**Peter Strait (Print):**

**Peter Strait (Signature)**: **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_