**Classification(s):** Energy Analyst

**Working Title:** Energy Analyst

**Position Number:** 535-**580-**5837**-xxx**

**Division/Office**: **Renewable Energy /School Stimulus**

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

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

**Effective Date: May 10, 2022**

**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**

The Energy Analyst works under the supervision of the Energy Resources Specialist III (Supervisory) in the School Stimulus Office of the Renewable Energy Division. Working at the entry level, the incumbent performs technical analyses for the Grant Award and Management Unit to support the California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program. The CalSHAPE Program provides grants to local educational agencies (LEAs) to test, adjust, repair and upgrade ventilation systems, and to replace noncompliant plumbing fixtures and appliances that fail to meet energy efficiency standards and waste potable water. The incumbent serves as part of a team to implement grant programs, manage grants, and collect and analyze data related to energy efficiency and the reduction of greenhouse gases.

## Essential Duties

45% Manage grants for CalSHAPE Program projects. Assist in the review grant applications, which includes analysis of information to confirm compliance with program guidelines and identify deficiencies, notify and work with applicants to resolve deficiencies, send detailed correspondence to applicants on application status, make informed decisions on application eligibility, consult with management on application status and issues. Maintain program database and workload tracking tools. Periodically and routinely check on project status, collect progress reports, communicate program requirements to grantees. Review and analysis of final reporting data and invoices. Process invoices for payment.

20% Assist with drafting, reviewing, editing, and formatting program documents and guidelines, program metrics, reports, briefings, memos, letters, forms, web-based information, and other documents related to program grant awards. Assist in the development and review of work statements, budgets, schedules, and special terms and conditions for grant agreements.

20% Monitor program email mailbox, respond to requests for assistance and information related to the program requirements and completion of an application. Maintain correspondence tracking system and tools.

10% Assist with program outreach including calls and emails LEAs to provide specific information on program, processes, and requirements. Maintain outreach tracking spreadsheets and develop outreach and education materials. Develop presentation materials and participate in workshops, conferences, and trainings.

## Marginal Duties

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

## Working Conditions

The California Energy Commission 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).

## Diversity and Inclusion Statement

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

**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): David Velazquez**

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