**Classification(s):** Energy Commission Specialist II (TED)

**Working Title:** Energy Commission Specialist II

**Position Number:** 535-**530-4185-xxx**

**Division/Office**: **Renewable Energy/**Building Decarbonization Incentive

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

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

**Effective Date:** June 6, 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**

The Energy Commission Specialist II (ECS II) is under general direction of the Electric Generation Systems Specialist III (S) in the Renewable Energy Division’s (RED’s) Building Initiative for Low Emissions Development (BUILD) unit within the Building Decarbonization Incentive Office. The ECS II position is characterized by incumbents that are the most highly skilled practitioners who serve as the prime resource. The incumbent will perform the most complex, sensitive and responsible work that requires a high level of knowledge, skill and ability above the journey level. The incumbent will be the lead staff and technical specialist responsible for technical, policy and fiscal/administrative work in RED’s distributed energy generation programs. The incumbent acts as the program lead for the BUILD’s Education and Outreach (E&O) provider, the program’s Evaluation, Measurement and Verification (EM&V) fund manager, and serve as subject matter expert for the BUILD Program Guidelines, plus additional decarbonization related program activities.

## Essential Duties

40% As the lead program staff, incumbent oversees day-to-day staff work for the BUILD program, facilitate public workshops and outreach activities, and coordinate the drafting, revisions and updates to program guidelines. As the subject matter expert, incumbent performs complex and detailed evaluations of various E&O and EM&V activities to ensure effectiveness in meeting program goals. Prepare policy recommendations and reports for management, commissioners, executive office, and other decision makers. Develop and review scope of work, budgets, schedules, and special terms and conditions for Energy Commission agreements and contracts. Serve as the primary contact for the E&O and EM&V teams and develop workplans, receive and review monthly invoices and progress reports, assist in problem resolution, and prepare project evaluations.

25% Conduct data analyses to evaluate fiscal and administrative activities to ensure compliance with encumbrance deadlines and distribution of program funds is correct, reasonable and compliant with established budgets and program requirements. Additionally, develop, track and monitor program key performance indicators to evaluate program effectiveness in meeting program goals. Track and present information and data to management, including the status of invoices and incentive payment requests for the BUILD Program, E&O and EM&V services. As subject matter expert, incumbent serves as a lead program staff in reviewing and analyzing documentation submitted for payment claims to identify deficiencies and ensure compliance with contractual requirements. And work with participants to resolve the deficiencies. Train and assist journey level staff on the BUILD Program requirements and the reviewing of documentation submitted for BUILD’s incentive reservation, confirmation and payment claim processes.

20% Prepare and present information to Commissioners, staff, management, and the public. Establish and manage complex tracking systems to maintain oversight of staff activities, fiscal impacts, and administrative tasks involved in implementing renewable energy programs. Compile and report project outcome data to oversight agencies as required. Ensure coordination with other RED and Commission staff, industry and public stakeholders, and other government entities in the design and implementation of renewable energy activities.

10% Attend and support program leads in facilitating public workshops, conducting outreach, and coordinating revisions and updates to program guidebooks and guidelines. Assist and lead staff teams coordinating workshops, hearings, conferences, and meetings on topics associated with the Energy Commissions’ renewable energy programs.

## Marginal Duties

5% Perform other related duties as required consistent with the specification of this 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 - whether office-based or remote-centric - 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): Camille Remy-Obad**

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