



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 5/2023)

Classification: Electric Generation System Specialist I

Working Title: Investigator

Position Number: 535-151-4841-XXX

Division/Branch or Office: Executive Office/Office of Compliance Assistance and Enforcement

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Effective Date: November 16, 2023

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 and supervision of the Energy Resources Specialist III (Supervisory) of the Office of Compliance Assistance and Enforcement (OCAE) within the Executive Office, the Electric Generation System Specialist I will conduct investigation and enforcement activities related to alleged violations of the Appliance Efficiency Regulations and serve in a lead capacity on project teams. Incumbent will independently perform more complex, sensitive work requiring a high level of knowledge, skill, and ability. Duties include: contract and project management; monitoring and reviewing data generated from market surveys and covered product testing; conducting highly complex and technical case investigations and enforcement actions; conducting appliance test laboratory audits; managing enforcement rulemakings; consult with and advise management and decision makers; coordination with technical and legal staff, manufacturers, trade associations, retailers, the federal government, national laboratories, industry experts, and public and standards advocacy groups on issues associated with enforcement of state regulations, and applicability and effects of federal regulations and regulatory actions. The incumbent will primarily work on the Appliance Efficiency Enforcement Program and related special projects, as needed.

Essential Duties

50% **Program Support:** Serve as an investigator managing a portfolio of the most complex and sensitive enforcement investigations, including those related to flexible energy demand standards. Review leads submitted to CEC by third parties, and identified through fieldwork, market surveys, and laboratory-testing results generated by CEC's contractors, and prioritize leads warranting formal investigation, compliance assistance, and/or enforcement. Analyze, evaluate, design, and implement generation system models. Collaborate with Efficiency

Division staff, OCAE management, and CEC staff counsel on enforcement issues and actions. Provide technical research and analysis to identify issues needing further engagement and communicate corrective actions to stakeholders. Develop new methodologies and strategies, as needed, to address appliance test laboratories', product manufacturers', distributors', importers', contractors', and retailers' non-compliance with applicable regulations. Gather evidence to support compliance assistance and enforcement case investigations through internet research, fieldwork, and communications with market participants, as appropriate. Schedule and conduct the most sensitive and complex settlement negotiations with stakeholders. Prepare and maintain highly sensitive and confidential compliance assistance and enforcement documents and communications. Coordinate with appropriate parties on enforcement related judicial actions, as needed. Develop and maintain suitable hardcopy and electronic records per OCAE record-keeping protocols and file naming conventions. Compose documents (such as case investigation reports, written testimony, etc.), and assist assigned counsel with preparation for administrative and judicial actions, as necessary. Provide depositions and/or testify at adjudicatory hearings, as required.

20% **Project Management:** Work with various industry advisory groups, trade associations, and retailers on a regular basis to provide expert consultation and facilitate compliance with applicable energy and water efficiency standards related to electric generation methods. Plan, manage, and conduct appliance test laboratory audits to ensure product testing is conducted in accordance with applicable regulations, test procedures, and industry best practices. Draft reports, briefing documents, or correspondence and present the information to commissioners, management, or stakeholders, as needed. Serve as a document reviewer and editor for various reports and correspondence generated by OCAE staff. Manage rulemakings to address enforcement related regulatory updates, including drafting regulatory language, maintaining rulemaking documents, and coordinating and conducting stakeholder workshops. Review, analyze and consult with Efficiency Division staff on new appliance and flexible energy demand appliance standards.

10% **Decarbonization:** Conduct complex technical analysis and assess the energy or water efficiency of regulated products and how they factor into alternative electric generation methods. Analyze and report on the lost energy and water savings accrued from non-compliance with applicable regulations and quantify how the Appliance Efficiency Enforcement Program reduces such losses and thus contributes to the realization of any estimated energy, water, or cost savings associated with CEC regulations and programs. Present information to peers, executive management, Commissioners, and at business meetings and stakeholder workshops.

10% **Stakeholder Engagement:** Develops and fosters relationships with the Efficiency Division to coordinate and collaborate on specific Appliance Efficiency Regulations and compliance database issues to ensure accurate information is communicated to stakeholders. Shares this information with stakeholders and the public through written products, workshops, meetings, and other forums. Coordinate and communicate with local, state, and federal agencies, energy and environmental advocacy groups, and industry representatives regarding the Appliance Efficiency Enforcement Program. Responds to appliance enforcement inquiries and complaints.

5% **Contract Management:** As contract manager or project manager, prepare solicitations and/or work authorization documents, conduct bidders' conferences, score and select proposals, negotiate scopes of work, deliverables, budgets, schedules; prepare contracts and request memos, assign work to contractors, monitor work progress, validate and process invoices, and track expenditures as a subject matter expert related to electric generation methods. Ensure deliverables are timely, accurate, and responsive to contract terms and conditions. Work in



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collaboration with project leads and contract managers for the effective administration of OCAE's various contracts with test laboratories, market surveyors, software developers, and others, as assigned.

Marginal Duties

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

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken 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): _____

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): _____

Supervisor's Signature: _____ **Date:** _____