



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

Classification: Energy Commission Specialist I (TED)

Working Title: Energy End Use Survey Specialist

Position Number: 535-840-4184-XXX

Division/Branch: Energy Assessments/Data Integration Branch – Data Collection & Analysis Unit

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Effective Date: April 2, 2024

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 Resources Specialist III (Supervisory) in the Data Collection and Analysis Unit, the Energy Commission Specialist I independently performs a variety of the more sensitive and more complex technical and analytical tasks related to ongoing statewide energy data collection and energy demand. This work requires a high level of knowledge, skill, and ability that is demonstrably above the journey level.

The incumbent serves as a subject matter expert and technical lead for collecting information about equipment energy use in residential, commercial, and industrial buildings and dedicated technology that generates, or stores energy used by these buildings. The role of the technical lead is to ensure the Commission has a robust survey process by incorporating data collection that covers all aspects of energy use in appliances, equipment and behind-the-meter electric generation and storage technologies and captures information to determine how electric load is impacted in specific regions. These data contribute to more detailed and accurate energy demand forecasts and provide a basis from which California's policy and decision makers can review, assess, revise, and enact California energy policy.

The Energy Assessments Division (EAD) is responsible for a diverse set of data-analysis-related work products such as demand forecasts of electricity and natural gas, transportation, and policy analysis for data intensive legislations including Assembly Bill 802 and Senate Bill 350. EAD relies on a broad variety of methodologies (econometric, engineering, statistical, end-use models, etc.) and data sets (economic, demographic, GIS, etc.) in preparing these products.

Essential Duties

- 40% Serves as the technical lead for energy use surveys. In the capacity of a technical lead, conducts more complex technical assessments of survey methodologies and research plans, evaluates the scope and design of survey instruments for effectiveness in evaluating current and future equipment technology characteristics and generation and storage technologies. The incumbent plans and designs new data collection procedures and ensures the data is collected in the most efficient manner; utilizes survey data collection technologies to maximize data collection effectiveness; evaluates new data collection methods and collaborative opportunities for data collection; and develops a broad on-going data collection process. The incumbent leads efforts to identify and evaluate new data sources, data collection methods, and other strategies for improving data quality and end use surveys. Incumbent also manages or assists in managing contracts supporting end use surveys.
- 30% Provides guidance and actively participates and provides to the unit data quality activities involving the data quality measures, data collection strategies, development of representative sampling strategies, and authoring procurement documents to support data quality objectives. Conducts research and contributes to the advancement of new methodologies for analyzing and visualizing data. Acts as a subject matter resource for implementing data quality corrective actions through collaboration with other data collection staff on topics including determining the source of data issues and design specific corrective actions to improve data quality and characteristics. Incumbent will be responsible for authoring and maintaining data quality procedures and methodologies.
- 10% Responds to requests, from within the Energy Commission and from external sources, for information regarding Energy Commission's energy end use surveys, data collection, and analysis efforts. Supports senior staff in preparing data visualization materials such as graphs, charts, and reports for presentations at meetings, workshops, hearings, conferences.
- 10% Makes presentations regarding data collected and reports produced using data from end use surveys at workshops, hearings, conferences, and meetings. Prepares well-written and concise reports and/or technical papers that present the data to staff, Commissioners, and other governmental agencies.

Marginal Duties

- 10% Performs 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. Work hours beyond the eight-hour day or forty-hour week may at times be required. 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.



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

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): Hilary Poore

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



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

Classification: Associate Energy Specialist (TED)

Working Title: Energy Demand Data Specialist

Position Number: 535-840-4056-XXX

Division/Branch: Energy Assessments/Data Integration Branch – Data Collection & Analysis Unit

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): 2

Effective Date: April 2, 2024

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 direction of the Energy Resources Specialist III (Supervisory) in the Data Collection and Analysis Unit, the Associate Energy Specialist (AES) independently performs responsible, varied, and complex technical and analytical work at the full journey level. This work includes a variety of analytical and technical tasks related to data collection, and data analysis.

The incumbent serves on an interdisciplinary team and assists in collecting, analyzing, and visualizing historical energy use, end-use surveys, energy consumption and economic and demographic data sets and information regarding energy use in residential, commercial and industrial buildings. These data contribute to more detailed and accurate energy demand forecasts and provide a basis from which California's policy and decision makers can review, assess, revise, and enact California energy policy.

Essential Duties

- 30% Independently collects data, prepares complex data analyses, and provides analytical support on various datasets used in preparing the California Energy Demand Forecast. These include datasets related to the Quarterly Fuel and Energy Report, the Commercial End Use Survey, the Residential Appliance Saturation Survey and other data sources originating outside the Energy Commission. Assists senior technical staff in the preparation and management of contracts related to energy end-use surveys and data collection.
- 30% Performs research and participates in developing new methodologies of analyzing and visualizing data to support the transition to monthly interval metering data. Helps ensure data quality. This includes, but is not limited to = locating, identifying, and isolating sources of data

quality issues and assisting with the development of specific corrective actions required to improve data quality and characteristics.

20% Responds to requests, from within the Energy Commission and from external sources, for information regarding Energy Commission's data collection and analysis efforts. Assists senior staff in preparing data visualization materials such as graphs, charts, and reports for presentations at meetings, workshops, hearings, conferences.

10% Develops and publishes updated bi-annual utility electricity demand forms along with corresponding instructions.

Marginal Duties

10% Performs 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. Work hours beyond the eight-hour day or forty-hour week may at times be required. 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): Hilary Poore

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