



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

Classification(s): Associate Governmental Program Analyst

Working Title: Commission Agreement Officer

Position Number: 535-202-5393-XXX

Division/Branch or Office: Administrative and Financial Management Services Division / Financial Management Branch / Contracts, Grants, Loans, and Operations Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date: April 15, 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 direction of the Staff Services Manager I (SSM I), the Commission Agreement Officer develops, enhances, and monitors procurement procedures, policies and operations. The incumbent performs the more complex, varied, and analytical assignments related to contract and grant administration, recipient compliance, and consultation on procurement activities performed within the California Energy Commission (CEC). Working independently on fiscal and program activities are an integral part of the analyst's responsibilities. The incumbent works on the planning, development, accounting, evaluation, award, fiscal compliance, and reporting of the contracts, grants, and loans programs.

Essential Duties

35% Coordinate the development and administration of the CEC's departmental contract program. Develop program policy to ensure the CEC's purchasing policies and procedures are consistent with current law, regulations, executive orders, and best practices. Serve as a liaison for questions from control agencies regarding department procurements.

Serve as a subject matter generalist to staff regarding contract administration and the procurement of goods and services. Evaluate more complex contracts and solicitation documents to ensure conformance to CEC policy and compliance with Government Code,

Public Contract Code, and the State Contract Manual.

Consult with CEC employees, control agencies, and contractors or recipients regarding contract and grant agreement requirements, procedures, and policies. Enforce and follow CEC procedures for processing agreements including selecting applicable terms and conditions, routing through the appropriate offices and ensuring scheduling at an Energy Commission Business Meeting.

- 25% Independently administer, close out, and audit agreements, in coordination with CEC and other state agency program staff, administrative staff, and contractors or recipients. Independently develop, evaluate, and select alternatives which best solve complex contract, grant, or loan problems involving regulation requirements, program goals, terms and conditions, or payments
- 15% Coordinate and administer the contractor or recipient selection process (solicitation), provide procedural guidance for solicitation workshops, and provide technical guidance for the selection committee. Interpret and enforce state solicitation requirements.
- 10% Interpret and enforce state and federal contract, grant, and loan rules, regulations, and guidelines. Assure compliance of terms and conditions with applicable state or federal requirements and make necessary or advisable conforming changes.
- 10% Independently develop reports to assist program staff with any phase of the contract, grant, or loan process. These reports include performance reports, budget revisions, and other documents required by the grantors or state control agencies. Independently analyze contract, grant, and loan program expenditures and fiscal management information reports for accuracy and consistency with contract or grant budget amounts, allowable cost standards, budget revisions, reporting provisions, and other financial management terms and conditions.

Marginal Duties

- 5% Prepare and coordinate federal and other grant applications, including the annual State Energy Program (SEP) plan. Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.



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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:** _____



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DUTY STATEMENT
CEC-004 (Revised 5/2023)

Classification(s): Staff Services Analyst (General)

Working Title: Commission Agreement Officer

Position Number: 535-202-5157-XXX

Division/Branch or Office: Administrative and Financial Management Services Division / Financial Management Branch / Contracts, Grants, Loans, and Operations Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date: April 15, 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 supervision of the Staff Services Manager I (SSM I), the Commission Agreement Officer within the Contract, Grants, Loans, and Operations Office performs work of average difficulty in a wide variety of consultative and analytical assignments including knowledge of Department regulations, policies and procedures, good judgment, and the ability to communicate effectively.

Essential Duties

- 40% Plan, organize, and lead the internal administrative processes to ensure compliance with Department policies and procedures, and recommends ways to streamline procedures to management when needed. Keep accurate records to monitor trends and respond to requests for information. Ensure accurate information is available to provide management reports as needed. Analyze, research, and maintain agreement processes and procedures.
- 30% Coordinate and review all necessary business meeting agenda item materials from CGL and program staff and prepare items for the Commission Secretariat in accordance with the published business meeting agenda calendar and the Bagley-Keene Open Meeting Act. Coordinate and schedule all Commission Agreement Manager (CAM) training, invoice training and solicitation training sessions including training materials.

- 15% Analyze contract, grant and loan agreement files. Responsible for the timely and accurate routing of all incoming contract, grant and loan materials, including all sensitive and procedural requirements to meet deadlines. Expedite and prioritize tasks ensuring deadlines are met by follow-up, resolves issues resulting from errors and noncompliance, and is the Congrats, Grants, Loans, and Operations Office Liaison to Department of General Services. Maintain and prepare all solicitation files and databases. Update solicitation documents and prepare responses to requests for information from CEC program staff and the general public.
- 10% Maintain the monitoring and tracking of invoices in the Contract, Grants, Loans and Operations Office. Review and process invoice payment request materials to ensure compliance with agreement budget and terms and conditions. Work with CEC staff to resolve simple to moderately difficult problems and disputes, including the filing and documentation of disputes. Oversee the processing of invoices for student assistants. Enter purchase order information into Financial Information System for California (FI\$Cal) and upload invoice documentation for payment.

Marginal Duties

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

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

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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:** _____