



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

Classification: Electric Generation System Program Specialist I

Working Title: Existing Building Decarbonization and Energy Efficiency Funding Lead

Position Number: 535-420-4847-950

Division/Branch: Efficiency/Existing Buildings

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Effective Date: [HR only]

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 Branch Manager in the Existing Buildings Branch (EBB) of the Efficiency Division, the incumbent performs, and may also lead, the most difficult and complex analysis, policy evaluation, agreement updates, and memoranda development to support coordination with federal agencies on existing building decarbonization programs and policies. The individual will implement Senate Bill 48 and provide subject matter expertise on topics including, but not limited to, electric generation system planning program areas, energy audits, building energy benchmarking and building performance standards strategy development. The Existing Buildings Branch has primary responsibility of advancing energy efficiency improvements and reducing greenhouse gas emissions in existing buildings through programs, policies, standards, and analyses. The individual will coordinate federal grant and funding agreements, represent the EBB on federal and state workgroups and technical committees, and collaborate with other CEC divisions on topics related to improving energy efficiency and decreasing greenhouse gas emissions of existing buildings. The incumbent works with management and staff aligning and integrating activities with other relevant state and federal programs and policies, such as demand response, renewable energy integration, financing and incentives, integrated resource planning, resource performance evaluation, electricity grid and energy resiliency, retail electricity rates, and energy equity. The incumbent conducts complex analyses and develops and defends strategies to transition the energy and emissions performance of California's existing buildings to meet the state's clean energy goals; serves as a subject matter expert with a high degree of knowledge, skill, and expertise beyond the working level, conducting the most complex technical and techno-economic analyses of new technologies and systems; presents in various forums to decision-makers, stakeholders and the public on strategies for achieving the state's energy goals; and fosters government to government and government to private sector collaboration. Incumbent

has knowledge of California laws and goals pertaining to energy efficiency, building standards, distributed generation and storage, building decarbonization, greenhouse gas emissions and climate change, and renewable and zero-carbon generation technologies. The incumbent may also act as a project lead, planning, organizing, and coordinating an interdisciplinary team of technical and analytic staff.

Essential Duties

- 35% Leads efforts to analyze, amend, and implement state building decarbonization and energy efficiency policies. Develop analysis and recommendations related to building performance standards (SB48), benchmarking, electric generation systems, and existing building energy efficiency and decarbonization. Manage contracts for benchmarking and building performance standards. As relevant to the areas of focus, participates in proceedings and other public processes, such as policy development processes of the California Public Utilities Commission, Air Resources Board, U.S. Department of Energy, and other relevant agencies. Collaborates and coordinates with other staff and agencies on decarbonization, energy efficiency, and existing building efforts.
- 35% Produces high-quality, timely, complete, and accessible deliverables related to building technology and policy, including oral and written products, funding proposals, agreements and related reports, briefings, presentations, and other communications, leveraging expertise in building types and uses and the related energy use, demand response, building decarbonization and energy efficiency technologies and retail electricity rates. Contributes to multiple reports including annual reports, integrated energy policy reports, and other agency deliverables.
- 25% Tracks and analyzes state, federal, and international policy, funding opportunities and programs that inform California building sector greenhouse gas emissions and energy efficiency programs. Evaluates proposed funding plans to identify opportunities to advance energy efficiency and building decarbonization and coordinate these efforts with other commission programs. Plans, organizes, and conducts technical, economic, and other complex analysis of energy use and benefits of energy efficiency and decarbonization technologies, policies and projects, including analysis of co-benefits. Collaborates and coordinates with other staff and agencies on modeling and analytical efforts.

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 Name (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.

Devla Singh (Print): _____

Devla Singh (Signature): _____ **Date:** _____