



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification: Electric Generation System Program Specialist I

Working Title: Compliance Analysis Program Specialist

Position Number: 535-450-4847-9xx

Division/Branch: Efficiency/ Standards Compliance

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Date Approved:

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 Program and Project Supervisor in the Standards Compliance Branch's Compliance Analysis Unit within the Efficiency Division, the incumbent independently serves as project lead and performs the most difficult and complex engineering, economic, policy analysis relating to engineering and economic studies of electric generation impacts; compliance with and enforcement of the California Building Energy Efficiency Standards (Energy Code); energy efficiency compliance documentation, and performs compliance analytic process tools development and implementation.

The incumbent will act as the division's lead for developing systems and processes that analyze current and future data sources and tools to develop, deploy, and operate data analytics, analysis, and programming alternatives that will evaluate electric generation impacts to present and future processes for transitioning California's Field Verification and Diagnostic Testing (FV&DT) programs and Acceptance Test Technician Certification Provider (ATTCP) programs to achieve the goals of the compliance, decarbonization, and greenhouse gas reduction. The incumbent will oversee the development and deployment of the Commission Compliance Document Repository (CCDR) and subsequent system expansion. The incumbent will serve as a knowledgeable resource on policy, technology, market, and strategic issues as directed; and plays a primary role in coordination and collaboration with other state, federal, and local agencies, as well as other interested stakeholders and the public.

Essential Duties

- 35% **Technical Project and Process Management:** Serve as the lead technical coordinator and primary subject matter expert for the Efficiency Division's contribution to analyses and evaluation of FV&DT and ATTCP programs as they relate to electric generation systems and Energy Code compliance. Lead the development of study scopes, analytical work plans, and report development. Work with a wide variety of technical analysts and experts to facilitate effective project planning, management, and communication. Track project progress, identify barriers and limitations, suggest project alternatives and adjustments, report on progress, and recommend adjustments as needed. Coordinate the development of project documentation, study results, and recommendations. Act as the Efficiency Division's primary developer for the Commission Compliance Document Repository (CCDR) and other related products. Plan, develop, organize, manage, and conduct technical analyses, statistical analysis, studies, and assessments related to Energy Code compliance for near-term and long-term planning purposes. Oversee data acquisition, extraction, translation, and loading of both compliance documentation and other data sources.
- 20% **Program Support.** Serve as project and program lead and coordinate team efforts. Analyze, evaluate, design, and implement compliance and generation system models. Provide support and technical assistance, conduct research and analysis, coordinate and leverage Energy Code and efficiency efforts within the California Energy Commission (CEC) and other agencies. Implement or advance the CCDR and associated forms and compliance tools. Provide outreach, education, and presentations to decision makers, stakeholders, and the public. Plan and conduct public workshops and outreach events to gather input from external stakeholders from around the state.
- 15% **Modeling:** Develop, maintain, and improve analytical tools and methodologies applying sound statistics, economics, engineering principles, and other technologies to analyze Energy Code compliance program results and their associated impacts to electric generation systems and electricity resources. Prepare and communicate results to CEC by using compliance data, commission approved software tools, and other software and analytical tools. Create and maintain documentation on the functionality and use of the analytical tools, ensuring other staff and stakeholders can use the tools to duplicate analyses performed.
- 15% **Work Authorization Management.** Assist or manage work authorizations, research, and grant programs as a subject matter expert related to energy code compliance documentation acquisition, other data source acquisition, integration, and analysis. Provide technical input and support to other divisions or agencies decarbonization analyses, research, and/or pilot activities.
- 10% **Coordination and Outreach:** Monitor, participate and/or present at CEC and other outside agency proceedings and activities. Attend webinars and workshops; review papers, proposals, and comments; and engage with other agency staff and other program stakeholders or participants. Provide briefings and updates to the CEC on various proceedings, the decisions being made, and the impact those decisions could have on the federally funded initiatives, FV&DT, and ATTCP programs.



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Marginal Duties

5% 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. 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.

Charles Opferman (Print): _____

Charles Opferman (Signature): _____ **Date:** _____