



**Proposed**

STATE OF CALIFORNIA

## **DUTY STATEMENT**

CEC-004 (Revised 3/2020)

**Classification(s):** Associate Governmental Program Analyst

**Working Title:** Associate Governmental Program Analyst

**Position Number:** 535-350-5393-XXX

**Division/Office:** Energy Research and Development/Energy Deployment & Market Facilitation

**Collective Bargaining Identifier (CBID):** R01

**Work Week Group (WWG):** 2

**Effective Date:** June 17, 2020

**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 and supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves in the Energy Deployment and Market Facilitation Office supporting the Energy Research and Development Division (ERDD) Management Team to implement and administer research development and demonstration (RD&D). The goal of the ERDD is to conduct RD&D to advance science and technologies not adequately provided by the regulated and competitive markets. As part of an interdisciplinary team in the Technology Scale-up and Outreach unit, the incumbent will design and conduct activities to advance energy equity and community participation in the CEC's research and development programs. In addition, the incumbent will manage and provide input into technology demonstration projects that can lead to increased community adoption of emerging clean energy technologies. The incumbent will support technology transfer and knowledge dissemination activities to promote and further the development and deployment of CEC-funded technologies. The incumbent will prepare written materials for presentations, press releases, and fact sheets. The incumbent has general knowledge of outreach efforts and clean energy. The incumbent also has good written and verbal communication skills. The incumbent performs the more responsible, varied, and complex technical analytical services assignments related to program evaluation and planning; policy analysis and formulation; and continually provides consultative services to management related to program outreach activities.

### **Essential Duties**

30% Public Outreach. With direction from ERDD Management and supervision of the supervisor, the incumbent will work with ERDD outreach staff in refining a public outreach strategy to engage stakeholders to better understand their RD&D priorities, improve benefits to low-

income and disadvantaged communities, and enhance the inclusivity of our programs. The incumbent will generate resources, events, and other opportunities for engagement. The incumbent will facilitate meetings with a variety of groups and stakeholders to gather information, and/or promote organizational goals and objectives. The incumbent will disseminate results from outreach activities to inform ERDD research efforts.

- 30% Agreement Management. Either individually or as a member of a team, the incumbent will work with ERDD staff in the development and implementation of research agreements, including the work statement, budget, schedule, deliverables description, special conditions, and other materials necessary to finalize the funding agreement document. These agreements will include, but not be limited to, contracts and grants with public and private entities, work authorizations with universities and state colleges, collaborative research agreements, and memberships. The incumbent will arrange team meetings with the Legal Office, Contracts Office or Grants & Loans Office and the Project Manager to review and finalize funding agreement packages. The incumbent will collect and update agreement data in the Program Information Management System and prepare reports on Division-wide agreement development status. The incumbent will elect data to support benefit analysis. The incumbent prepares and manages template changes based upon new policy or legal requirements.
- 20% Capacity Building. Either individually or as a member of a team, the incumbent will direct and guide stakeholders on helping them plan for upcoming RD&D projects, taking steps to onboard them onto Empower Innovation, and making them aware of additional resources (e.g. websites, tools, programs, and application processes). The incumbent will work to enhance program participation from low-income and disadvantaged communities by supporting capacity building informed by results from public outreach and input from stakeholder groups.
- 15% Technology Transfer and Knowledge Dissemination. Either individually or as a member of a team, the incumbent works with ERDD staff to plan and coordinate technology transfer activities, such as the EPIC Symposium and EPIC technology forums. The incumbent will manage updates to the online technology showcase to support knowledge dissemination for RD&D projects.

### **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; 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.

**Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will participate in meetings with staff from the Energy Commission and with other agencies.

**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):** Katrina Leni-Konig \_\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



STATE OF CALIFORNIA

## DUTY STATEMENT

CEC-004 (Revised 3/2020)

**Proposed**

**Classification(s):** Staff Services Analyst

**Working Title:** Staff Services Analyst

**Position Number:** 535-350-5157-XXX

**Division/Office:** Energy Research and Development/Energy Deployment & Market Facilitation

**Collective Bargaining Identifier (CBID):** R01

**Work Week Group (WWG):** 2

**Effective Date:** August 28, 2020

**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 and supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves in the Energy Deployment and Market Facilitation Office supporting the Energy Research and Development Division (ERDD) Management Team to implement and administer research development and demonstration (RD&D). The goal of the ERDD is to conduct RD&D to advance science and technologies not adequately provided by the regulated and competitive markets. As part of an interdisciplinary team in the Technology Scale-up and Outreach unit, the incumbent will assist in designing and conducting activities to advance energy equity and community participation in the CEC's research and development programs. In addition, the incumbent will manage and provide input into technology demonstration projects that can lead to increased community adoption of emerging clean energy technologies. The incumbent will support technology transfer and knowledge dissemination activities to promote and further the development and deployment of CEC-funded technologies. The incumbent will prepare written materials for presentations, press releases, and fact sheets. The incumbent has general knowledge of outreach efforts and clean energy. The incumbent also has good written and verbal communication skills. The incumbent performs a variety of analytical support activities of average difficulty related to program evaluation and planning; policy analysis and formulation; and continually provides consultative services to management related to program outreach activities.

### Essential Duties

30% Public Outreach. With direction from ERDD Management and supervision of the supervisor, the incumbent will assist ERDD outreach staff in refining a public outreach strategy to engage stakeholders to better understand their RD&D priorities, improve benefits to low-

income and disadvantaged communities, and enhance the inclusivity of our programs. The incumbent will generate resources, events, and other opportunities for engagement. The incumbent will facilitate meetings with a variety of groups and stakeholders to gather information, and/or promote organizational goals and objectives. The incumbent will disseminate results from outreach activities to inform ERDD research efforts.

- 30% Agreement Management. Either individually or as a member of a team, the incumbent will assist ERDD staff in the development and implementation of research agreements, including the work statement, budget, schedule, deliverables description, special conditions, and other materials necessary to finalize the funding agreement document. These agreements will include, but not be limited to, contracts and grants with public and private entities, work authorizations with universities and state colleges, collaborative research agreements, and memberships. The incumbent will arrange team meetings with the Legal Office, Contracts Office or Grants & Loans Office and the Project Manager to review and finalize funding agreement packages. The incumbent will collect and update agreement data in the Program Information Management System and prepare reports on Division-wide agreement development status. The incumbent will elect data to support benefit analysis. The incumbent prepares and manages template changes based upon new policy or legal requirements.
- 20% Capacity Building. Either individually or as a member of a team, the incumbent will assist in directing and guiding stakeholders in helping them plan for upcoming RD&D projects, taking steps to onboard them onto Empower Innovation, and making them aware of additional resources (e.g. websites, tools, programs, and application processes). The incumbent will work to enhance program participation from low-income and disadvantaged communities by supporting capacity building informed by results from public outreach and input from stakeholder groups.
- 15% Technology Transfer and Knowledge Dissemination. Either individually or as a member of a team, the incumbent will assist ERDD staff to plan and coordinate technology transfer activities, such as the EPIC Symposium and EPIC technology forums. The incumbent will manage updates to the online technology showcase to support knowledge dissemination for RD&D projects.

### **Marginal Duties**

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

### **Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required to conduct project site visits. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

**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):** Katrina Leni-Konig \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_