



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

Classification: Energy Commission Specialist III (TED)

Working Title: Building Specialist

Position Number: 535-420-4816-003

Division/Office: Efficiency, Existing Buildings

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Effective Date: July 1, 2021

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 Resource Specialist III (Managerial) in the Existing Buildings Office, the incumbent is an independent, senior-level staff who leads and serves as the Efficiency Division's expert on the most complex and difficult work related to reducing greenhouse gas emissions in existing buildings. The incumbent will provide expert consultation to management, commissioners, and technical staff working on building decarbonization issues and strategies, including retrofitting buildings to be more efficient, transitioning buildings to emit less greenhouse gases, optimizing building usage to support grid resiliency, and advancing energy equity in the state. The incumbent provides policy leadership; analyzes, evaluates, challenges, develops, and defends policy reports, technical assessments, strategies, and recommendations to decarbonize buildings; takes a leadership role in implementing recommendations; leads and manages discreet projects; coordinates and engages regularly with divisions, agencies, and stakeholders; and presents and offers policy or technical expertise in meetings, webinars, or events. The incumbent shall be responsible for leading and coordinating interdisciplinary and/or interdivisional teams. This position will work closely with the Senior Mechanical Engineer within the Existing Buildings Office and the lead staff on load management.

Essential Duties

- 30% Provide expert technical and policy leadership to decarbonize buildings. Identify, analyze, and develop strategies to advance building decarbonization policies. Plan, organize, and implement building decarbonization recommendations. Review data, publications, and agency proceedings on decarbonization and energy efficiency, clean energy financing programs, load management, energy equity, and decarbonization research efforts. Identify data gaps and analyses needed to advance building decarbonization and proactively develop plans to address needs. Gather and evaluate data and input on decarbonization policies and technologies to inform and improve analysis of the feasibility, barriers, and impacts. Coordinate with the Building Standards Office to align existing buildings decarbonization policies and programs with the Energy Code.
- 30% Prepare responses to proceedings, activities, and issues related to energy efficiency and decarbonization policies in buildings. Lead staff in analyzing and offering strategies and actions to solve complex and difficult problems. As lead, provide technical feedback to staff work and comments or analyses submitted by parties regarding energy efficiency and decarbonization policies and programs for buildings.
- 20% Independently and in collaboration with CEC staff, prepare and implement outreach plans including identifying stakeholder groups, developing relationships, and developing/providing messaging, talking points, and presentations. Present recommendations, plans, and barriers to management, commissioners, and the public related to energy efficiency and decarbonization of existing buildings to aid policy decisions.
- 15% Coordinate and collaborate with other Efficiency Division offices, other CEC divisions, and other state and Federal agencies on decarbonization activities. Prepare and testify upon request at CEC workshops or hearings or on behalf of the CEC before legislative bodies, governmental entities, and agencies on findings related to energy efficiency and decarbonization measures, costs, and benefits.

Marginal Duties

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

Working Conditions

Due to the COVID-19 pandemic, in the near-term work is performed in a telework environment and may return to an office environment at some time in the future. It may require standing and walking, as well as sitting for long periods. In the future, some travel may be required to attend off-site meetings or participate in conferences, workshops, and hearings. The incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate CEC remote/telework tools such as Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, OneDrive, SharePoint, Teams), Zoom, and internet browsers. Video participation is encouraged.

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.

Jennifer Nelson (Print): _____

Jennifer Nelson (Signature): _____ **Date:** _____