



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2021)

**Classification(s):** Energy Commission Specialist I (TED)

**Working Title:** Energy Commission Specialist I

**Position Number:** 535-330-4184-XXX

**Division/Office:** Energy Research and Development/Energy Systems Research

**Collective Bargaining Identifier (CBID):** R10

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

**Effective Date:** July 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 supervision of the Energy Resources Specialist III (Supervisory) for the Energy Systems Research Office's Energy Infrastructure Integrity and Sustainability (EIIS) Unit, the incumbent serves as part of an interdisciplinary and/or interdivisional team that evaluates and manages new and emerging technologies that will help California meet the future carbon neutral energy system goals maintaining reliability while remaining resilient to climate variations and threats such as wildfires, earthquakes, floods, and other challenges to energy infrastructure. The incumbent possesses knowledge about electricity/natural gas generation, transmission, and use; applicable environmental laws, ordinances, and regulations; and the environmental implications of energy infrastructure technologies and their relationship to competitive energy markets and independently performs more complex, sensitive, and responsible work which requires a high level of knowledge, skill, and ability which is demonstrably above the journey level to manage electric/natural gas energy research, development and demonstration (RD&D) that provides ratepayer benefits; and consults with experts in the field.

The goal of the Energy Infrastructure Integrity and Sustainability Unit is to support energy-related research, development, and demonstration not adequately provided by competitive and regulated markets. The Energy Infrastructure Integrity and Sustainability Unit funds research to: 1) assure safe, reliable electric/natural gas services by conducting research that focuses on the integrity and safety of energy infrastructure; 2) stimulate California's economic growth by attracting and developing businesses and creating and supporting jobs; and 3) achieve long-term benefits to natural gas ratepayers by developing technologies and products that provide clean, diverse, and environmentally sound energy systems.

## Essential Duties

- 45% Contract Management and Administration. As a technical lead, prepares the more complex work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize multiple funding agreements and contract documents; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews monthly progress reports and prepares an evaluation of the project; verifies that all contract terms and conditions are met before approving the invoices (if necessary, dispute a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and commission management on the status of the project.
- 30% Project Management. Based upon approved investment plans, roadmaps, and stakeholder feedback, the incumbent implements the more complex natural gas R&D solicitations related to the infrastructure safety and integrity of natural gas and electric systems, such as projects that improve monitoring technologies for pipeline integrity detection and natural gas storage damage, grid efficiency enhancements, integrated renewable electric energy sources, and interconnection software/hardware enhancements. The incumbent will assist in implementing a research vision that coordinates technology development with California's energy policy goals. The incumbent analyzes issues associated with energy technology development and use and manages a variety of natural gas/electric energy RD&D projects. The incumbent also develops the information necessary to assess project performance, prepare summary reports, develop presentations and report on ratepayer benefits.
- 10% Solicitation Management and Administration. Reviews proposals to determine how well the project addresses the scope of the solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives; the skill and experience of the project team to carry out the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent prepares written findings of such evaluations for use by a technical scoring committee.
- 10% Presentations and Public Outreach. Consult with stakeholders, including research organizations, government and utility representatives, private developers, and technical experts to identify natural gas RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the Natural Gas R&D Program.

## 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.

## Diversity and Inclusion Statement

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays 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):** Daniel Gehringer

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



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2021)

**Classification(s):** Associate Energy Specialist (TED)

**Working Title:** Associate Energy Specialist

**Position Number:** 535-330-4056-XXX

**Division/Office:** Energy Research & Development/Energy Systems Research

**Collective Bargaining Identifier (CBID):** R10

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

**Effective Date:** July 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 supervision of the Energy Resources Specialist III (Supervisory) for the Energy Systems Research Office's Energy Infrastructure Integrity and Sustainability (EIIS) Unit, the incumbent serves as part of an interdisciplinary and/or interdivisional team that evaluates and manages new and emerging technologies that will help California meet the future carbon neutral energy system goals maintaining reliability while remaining resilient to climate variations and threats such as wildfires, earthquakes, floods, and other challenges to energy infrastructure. The incumbent possesses knowledge about electricity/natural gas generation, transmission, and use; applicable environmental laws, ordinances, and regulations; and the environmental implications of energy infrastructure technologies and their relationship to competitive energy markets. At the full journey person level the incumbent independently performs responsible, varied and complex technical and analytical work to support public interest energy research, development and demonstration (RD&D) funding; manages RD&D projects; and consults with experts in the field.

The goal of the Energy Infrastructure Integrity and Sustainability Unit is to support energy-related research, development, and demonstration not adequately provided by competitive and regulated markets. The Energy Infrastructure Integrity and Sustainability Unit funds research to: 1) assure safe, reliable natural gas and electric services by conducting research that focuses on the integrity and safety of the natural gas infrastructure; 2) stimulate California's economic growth by attracting and developing businesses and creating and supporting jobs; and 3) achieve long-term benefits to natural gas ratepayers by developing technologies and products that provide clean, diverse, and environmentally sound energy systems.

## Essential Duties

- 50% Contract Management. Prepares the work statement, budget, schedule, special conditions, measurable technical and economic objectives that will be used to determine project success, and other materials necessary to finalize multiple funding agreements and contract documents for R&D projects. Establishes and maintains a business relationship with the contractor, approves contract amendments; receives and reviews contractor's monthly progress reports; leads in problem resolution, and prepares project evaluations. Verifies that all contract terms and conditions have been met before approving invoices (if necessary, dispute a particular invoice); reviews the work conducted by the contractor; and makes site inspections. Provides briefings to Office, Division, and Commission management on the status of projects.
- 20% Program Planning. As member of a team, performs complex analyses relating to energy RD&D on a of a variety of energy technology development topics, Analyses will be used in developing program and policy recommendations. Briefs Office, Division, and Commission management.
- 20% Technology and Information Transfer. Prepares reports and presentations on project, program and technology issues and achievements and briefs the Office, Division, and Commission management on the status of the analysis. Contributes to the development and preparation of the R&D Program's Annual Report to the legislature. Develops and prepares content for the R&D Program's Internet site. Finalizes project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring information that provides significant public benefits to California and meets the state's energy policies and goals.

## Marginal Duties

- 5% Public Information. Responds to requests for assistance and information from project proponents and others interested in policy, programs and technologies relating to energy research, development and demonstration in general and the R&D Program in particular.
- 5% Perform other duties as required, consistent with the specifications of the classification.

## Working Conditions

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**Supervisor’s Name (Print):** Daniel Gehringer \_\_\_\_\_

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