Job Description

Under the general direction of the Energy Resources Specialist III (Supervisory) in the Existing Buildings Office of the Efficiency Division, the incumbent independently performs the varied, complex, technical, and analytical work on the topic of building and systemwide decarbonization. This job requires, on a regular basis, a high level of knowledge, skill, and ability which is demonstrated through the full journeyperson level. The incumbent serves as a technical subject matter expert and lead person responsible to coordinate with California Energy Commission (CEC) staff, other agencies, and stakeholders related to building and system wide decarbonization strategies and impacts, and provides guidance on a range of technical activities and assessments associated with existing buildings and the statewide electric and gas system. Incumbents may exercise some lead responsibility as project managers and may be responsible for minor CEC reports and may lead other staff in carrying out project responsibilities.

Essential Duties

50% Evaluate and analyze decarbonization strategies and technologies and their relationship to, or impact on, energy generation needs, the public, utilities, electric system reliability, and curtailment of renewable energy. Assess, design, and implement building decarbonization, economic, and energy generation system models. Provide information on engineering and economic studies of low or zero carbon technologies, and alternative electric generation
methods and fuels. Responsibilities include analyzing feasibility and cost-effectiveness of technical topic areas. Prepare documents, make presentations at public meetings, and incorporate comments, as appropriate. Will become a technical subject matter expert, providing guidance and input to staff who are implementing projects and programs. Coordinate with CEC staff, other agencies, and stakeholders to identify, solicit input, recommend, and implement measures and targets. Report pertinent information in the Integrated Energy Policy Report (IEPR).

35% Participate in or lead project work teams needed to execute programs and projects, and coordinate team efforts. Implement or advance recommended existing building electrification strategies. Plan and conduct public workshops and outreach events to gather input from external stakeholders from around the state. May be responsible for CEC reports and may lead other Existing Buildings Office staff in carrying out project responsibilities.

10% Coordinate, participate, and monitor the California Public Utilities Commission, the California Air Resources Board, and the California Independent System Operator, and other agency proceedings and activities identified by management. Attend webinars and workshops; review papers, proposals, and public comments; and engage with agency staff and other participants, as necessary. Provide briefings and updates to staff, other divisions, management, and Commissioners on the proceedings, decisions, and the impact those decisions could have on the statewide electricity system, and load shift or demand response needs.

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. 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.

Diversity and Inclusion Statement
As a state agency serving all Californians, the CEC is committed to being an organization that embodies diversity, equity, and inclusion. The CEC 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 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.

**Heather Bird (Print):** __________________________

**Heather Bird (Signature):** __________________________  **Date:** __________