



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2021)

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

**Working Title:** ECS I

**Position Number:** 535-610-4184-047

**Division/Office:** Fuels and Transportation Division/Transportation Integration and Production Office

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

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

**Effective Date:** November 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) in the Transportation Policy and Analysis Office of the Fuels and Transportation Division, the Energy Commission Specialist I (ECS I) will perform work of moderate difficulty in technical evaluations, data research and analysis, and agreement management. Work will be in alternative and renewable fuels, with an emphasis in zero-and near-zero-emission technologies that will transform California's fuel and vehicle types to meet the state's climate change policies. This position includes responsibility for transportation energy analyses, public presentations, and agreement management in the Program Integration Unit, Transportation Integration and Production Office, as part of the Clean Transportation Program, commensurate with educational background and abilities. The incumbent will independently perform more complex, sensitive, and responsible energy-related work which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level

The incumbent will participate in analytical studies, research, planning and data assessment. The incumbent will gather, tabulate, and analyze data; serve as the Division's project manager for the transportation chapter of the Integrated Energy Policy Report (IEPR); participate in the development of methodologies and contribute to the biennial Benefits Report for the Clean Transportation Program investments; consult with management, employees and others to provide

necessary information; prepare reports, review and analyze technical reports, papers, and correspondence; work independently and in a team to develop strategies to educate the public and implement the workforce training and development investments; manage agreements and contracts; develop and lead solicitations; and prepare correspondence.

## Essential Duties

- 30% **Policy Support:** Lead and assist the Fuels and Transportation Division in the development of analytical and policy reports, including the Integrated Energy Policy Report (IEPR), by synthesizing information gathered from stakeholders, docketed comments, CEC staff and management. Incumbent will provide guidance and consultation services on the status of alternative fuel vehicles, alternative fueling infrastructure, and alternative fuel production activities for CEC policy reports, including the biennial IEPR. Incumbent will serve as a contributor and back-up to the staff lead on the development of the biennial Benefits Report for the IEPR and co-facilitate interactions between CEC and contractors and staff to develop methodologies, modeling, and analytical strategies to produce a report that clearly illustrates the air quality, economic, equitable, and transformational benefits resulting from the Clean Transportation Program investments.
  
- 20% **Workforce Training and Development –** Work independently and on teams to assess workforce training and development needs in the area of clean transportation. Research and engage with other state agencies to coordinate and collaborate with other workforce efforts. Perform outreach and engagement with community groups, clean transportation employers, and other stakeholders to develop strategies for the development of effective funding opportunities which will lead to well-paying jobs. Monitor, track, and report on data for trainees and jobs associated with the Clean Transportation Program’s investments in workforce. Brief office, division, and Commission management on findings and recommendations.
  
- 20% **Energy Commission Agreement Management:** Develop work statements, budgets, schedules, and special terms and conditions for Energy Commission agreements, grants, and contracts. Develop and present summations of proposed Energy Commission agreements at Energy Commission Business Meetings for consideration. Oversee the tasks in the Scope of Work and confirm the receipt of deliverables. Conduct site inspections of Energy Commission projects. Collaborate with grant recipients and contractors so that all work, including data collection, final reports, and invoicing, is completed within the approved agreement term. Initiate and conduct analyses to support the agreement amendments. Develop and submit agreement amendments for approval. Develop and manage a database for agreement status reports. Input agreement status into spreadsheets and databases.
  
- 20% **Solicitation Development Activities:** Conduct technical and economic assessments of alternative fuels and vehicles that form the basis of the CEC’s Clean Transportation Program funding solicitations. Develop solicitations, lead teams to review and score proposals, and provide technical oversight of agreements resulting from solicitations from the Clean Transportation Program.

## **Marginal Duties**

10% Perform other duties as required, consistent with the specifications of this classification.

## **Knowledge, Skills, and Abilities**

**Knowledge of:** A wide range of energy technologies and associated deployment and use issues; energy supply and demand forecasts and analytic methodologies, energy policy issues affecting or resulting from energy technology development, and energy project management techniques; California Public Resource Code pertaining to energy resources conservation and development; principles of physical sciences and engineering involved in energy resource development, conversion, distribution, and conservation; principles of econometric and end-use energy demand forecasting; energy sources and use within the California economy; principles of engineering economics, financial analysis, and economic theory as it pertains to energy supply and demand; energy technology costs and cost-accounting methods; recent research and development projects related to the use of petroleum, natural gas, biomass and other synthetic fuels; energy technology environmental impacts, including emissions, waste streams, volumes and characteristics; energy technology public health impacts, air quality impacts and risk analysis; general provisions of social and economic implications of geothermal, solar, wind and other renewable energy development, technology and fuel demonstrations, resource planning and facility construction; recent research and development projects in electrical, nuclear, geothermal, and other energy sources and their related fuels and technologies; Federal and State energy policy; and decision theory, probabilistic risk assessment, and techniques of comparative evaluation, and Federal, State and local government, utilities and private agencies in energy research and regulation.

**Ability to:** Reason logically and creatively, evaluate and apply a variety of analytical and research methods for the purpose of systematic, critical, and thorough analysis of energy problems or prospective issues leading to formulation, testing, or revision of State and/or Federal energy policies; utilize available computer systems for data base and/or computational applications; manage contracts; analyze energy data and present ideas and information effectively both orally and in writing; communicate in both written and oral formats; prepare and give testimony in planning and regulatory proceedings; develop and use complex computer programs and analytic models; develop and evaluate fuel alternatives; gain and maintain the confidence and cooperation of those contacted during the course of work; evaluate and quantify the effect of research, development and demonstration programs on energy systems; analyze situations accurately and take effective actions, and act independently within the guidelines set forth by the Commission; present ideas and analysis cogently and effectively; and consult with and advise other staff management, Commissioners, or others on the relative merits of specific energy technologies and the impact of various energy policies.

## **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.

**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):** Tami Haas \_\_\_\_\_

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