



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2021)

Classification(s): Energy Commission Specialist II

Working Title: Energy Commission Specialist II

Position Number: 535-700-4185-001

Division/Office: STEP/Administration

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Effective Date: December 10, 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 Resources Specialist III (S), the incumbent will serve as a highly skilled subject-matter expert and a prime resource in program evaluation and planning, policy review and formulation, environmental resources and impact assessment, data collection and analysis, energy project oversight in the subject areas of power plant licensure and compliance, environmental protection, and generation, transmission and consumption production. The incumbent will also serve as an innovator on developing and implementing the transition to a cloud-based work platform environment. The incumbent must be a highly qualified individual who possesses both technical and project management skills in addition to exceptional communication. The incumbent will guide highly sensitive work through its various phases from conceptualization through full implementation. The incumbent should have an in-depth understanding of STEP division goals, daily operations, including a knowledge and understanding of the California Environmental Quality Act. The incumbent will be responsible for leading and coordinating interdisciplinary and/or interdivisional teams. The incumbent will work closely with STEP management and subject-matter experts.

Essential Duties

- 45% Serve as a prime resource and subject-matter expert for highly sensitive and complex energy-related subjects prone to rapid development. Independently identify problems, develop a course of action, and conduct critical and sensitive scientific studies. Prepare guidance, policy, planning or regulatory documents and legislative proposals on important issues and policy recommendations. Serve as a technical lead over sensitive and complex energy-related projects and provide expert consultation services. The work will require new and innovative analytical approaches and methods to address highly complex and technical issues. Inform management regarding direct policy implications that arise as a result of analyses.
- 25% Engage management, technical engineering and environmental, and IT staff to elicit, conceptualize, develop, document, test, automate, data query and retrieval, and implement new automated processes and procedures supporting the division's numerous energy-related databases both complex and broad in scope. This work is highly sensitive and technical in nature and provides critical project status, and generation and consumption data. Maintain, update, support existing and newly developed energy-related systems and operating processes for critical power plant documentation. Serve as the division's SharePoint Administrator to identify, develop and train staff on databases (e.g., SharePoint, Planner Applications and One Note).
- 20% Serve as an innovator in the creation of necessary cloud base work platforms to ensure full implementation of critical compliance, inspection and enforcement work is identified, tracked and concluded. Interact with a variety of internal staff and external stakeholders including commissioners, executive staff, project staff, other state agencies such as the Air Resources Board, local agencies, Air Quality Management Districts and the power plant owners. Develop information necessary to perform comparative evaluation of generation, transmission and consumption data.

Marginal Duties

- 5% Research and remain current on scientific and engineering trends involving innovative processes and advise and make recommendations to management and staff on potential process improvement efforts.
- 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.

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): Kyle Emigh _____

Supervisor's Signature: _____ **Date:** _____