



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2021)

Proposed

Classification(s): Associate Electrical Engineer

Working Title: Associate Electrical Engineer

Position Number: 535-320-3603-XXX

Division/Office: Energy Research and Development/Energy Generation Research

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Effective Date: January 2022

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 direction of the Electric Generation System Specialist III (Supervisor and Technical Lead) of the Renewable Integration group, the incumbent leads or supports interdisciplinary teams focused on the development and deployment of grid-integrated packages of technologies, including distributed energy resources (DER). The Renewable Integration group is an interdisciplinary team leading a broad portfolio of research grants and related activities that optimize higher penetrations of renewable generation and accelerate the adoption of intelligently integrated distributed energy resources and electrification. The incumbent performs the more complex analysis of electrical systems and technologies necessary to efficiently integrate technologies onto the grid and provide critical resilience. The incumbent leads elements of the research agenda by identifying research focus areas for future funding and developing grant funding opportunities. The incumbent also manages multiple research projects in the technical areas mentioned, mentors junior staff, and provides technical expertise to others in the team.

Essential Duties

40% Provides independent and more complex engineering analysis to the team and division on electricity generation systems, transmission/distribution systems, communication systems or other electric control systems as they relate to DER integration and utility grid infrastructure. Analyzes and interprets plans, drawings, specifications and other technical information for the development and deployment of advanced technologies to ensure these

systems meet or exceed identified electrical design specifications, interconnection requirements, electrical codes, safety orders and regulations. Reviews electrical system data collected in research projects for suitability of components, efficiency and economics of engineering designs, cost, and performance to ensure systems meet or exceed performance specifications defined in grants. Conducts site visits and inspections of funded projects to ensure field systems comply with electrical requirements and engineering specifications in grants. Provides research planning assistance to the technical lead. Planning may include leading market analysis to identify the most pressing technological research needs by end use customers, the maturity levels of new technologies, and research budgets to address these needs. Develops and leads others to publish grant funding opportunities to address the gaps identified. Provides technical assistance and mentoring to CEC grant managers in analyzing the more difficult engineering problems on their grants. May direct the work of multi-disciplinary teams to achieve research goals. Coordinates the synthesis of research results for diverse technical and non-technical audiences, including the Commissioners, Governor's Office, Legislature, California Public Utilities Commission and other state agencies, delegations, and the public. Represents the team in public forums to describe the team's research focus. Leads or provides technical expertise in technical workshops and CEC and industry panels to identify research needs and share research results.

- 40% Performs project management activities from research grant negotiation through close out. Works with grant recipients to prepare agreement documents, including negotiating final scope of work, schedule, and funding allocations. Establishes and maintains technical and business relationships with grant recipients and relevant project stakeholders throughout the project. Provides guidance as needed on CEC expectations for grant performance. Monitors progress and verifies performance to grant objectives. Conducts independent and in-depth technical reviews of project deliverables. Verifies appropriateness of all grant charges in invoices against work performed. Works with recipient to identify solutions to technical and contractual research challenges, leveraging the expertise of Technical Advisory Committees. Conducts project site inspections to ensure the project meets technical, fiscal, and administrative objectives. Briefs management on the status of the projects. Initiates and approves grant amendments. Leads or supports proposal scoring committees. Analyzes proposals to ensure the project addresses the solicitation criteria including, addressing market needs, advancing science or technology to market adoption, meeting goals/objectives in the grant funding opportunity, and providing a skilled team that can perform the technical tasks within budget/schedule. Prepares written findings of such evaluations for use by a scoring committee.
- 15% Oversees the development and dissemination of research results and lessons learned for the most complex projects or portfolios of projects, fact sheets, and documents to staff, state agencies, and the public, transferring information that provides significant public benefits to California and meets the state's energy policies and goals. Consults and maintains cooperative relations with stakeholders including research organizations; state, federal and local government and utility representatives; private developers and technical experts to identify research and development opportunities of distributed energy resource systems or technologies.

Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

Working Conditions

The California Energy Commission is primarily a telework environment. Limited-in person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to the successful performance in this position. The Energy Commission encourages a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers.

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): Angela Gould _____

Supervisor’s Signature: _____ **Date:** _____