



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2021)

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

**Working Title:** Energy Commission Specialist I (Archaeologist)

**Position Number:** 535-760-4184-001

**Division/Office:** Siting, Transmission and Environmental Protection Division,  
Siting and Environmental Office, Cultural Resources Unit

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

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

**Date:** January 14, 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 Cultural Resources Unit Supervisor, the Energy Commission Specialist I (Archaeologist) will independently perform technical analyses for the most complex energy facility projects and planning studies in the area of cultural resources. The Energy Commission Specialist I (ECS I) works independently as a subject-expert to formulate and develop solutions to extremely difficult problems. The ECS I provides technical expertise evaluating the environmental effects of proposed energy facilities, policies and plans for energy development in order to satisfy the requirements of the Warren-Alquist Act and the California Environmental Quality Act (CEQA). The ECS I may also act as a working team leader or as a leadperson over a group of technical specialists or on the most complex projects.

## Essential Duties

35% As a subject-matter expert, prepare independent environmental impact assessments in the area of cultural resources for power plant applications for certification, small power plant exemptions, notices of intention and other Commission reports. The final analyses for power plant cases include the preparation and presentation of expert technical testimony, which is presented at Commission hearings. May be called upon to coordinate the efforts of other analysts or researchers on other energy projects.

- 20% Identify, describe, and analyze the most complex cultural resource issues related to electrical energy production and transmission facilities, alternative energy technologies, energy research and development, and other Commission programs and policies. This includes the preparation of sections of initial studies, environmental impact reports, and Commission reports.
- 15% Evaluate the most complex power plant compliance with conditions of certification related to cultural resources. Review and analyze power plant amendments and project changes to previously applications.
- 10% Coordinate and work with federal, state, regional and local governments; environmental organizations and universities; special interest groups; Native Americans; and members of the general public to ensure their input into Commission programs.
- 10% Organize and conduct workshops and meetings concerning Commission projects, programs, and policies with staff, project applicants, the utilities, governmental agencies, private organizations, tribal representatives, and the public.
- 5% Evaluate existing and proposed laws, ordinances, regulations, standards, and policies pertinent to cultural resource aspects of proposed energy facilities and Commission programs.

### **Marginal Duties**

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

### **Working Conditions**

The incumbent will be required to work alone and/or in a team environment, utilizing a personal computer and appropriate Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies. Travel may be required to participate in workshops, hearings and outdoor site visits.

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. On occasion, the incumbent will be required to hike in remote areas and conduct cultural resources field surveys. Additional hours beyond an eight-hour workday or forty-hour workweek 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):** Eric Knight \_\_\_\_\_

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