STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 1/2022)

Classification: Energy Commission Specialist I (TED)

Working Title: EV Charging Infrastructure Deployment Specialist

Position Number: 535-610-4814-XXX

Division/Office: Fuels and Transportation/ Light-Duty Electric Vehicle Infrastructure and Analysis

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Effective Date: April 6, 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 general direction of the Energy Resources Specialist III (Supervisory), the Energy Commission Specialist I applies data collection and analytical skills to evaluate and make recommendations on innovative solutions to transform California’s transportation sector with a focus on EV infrastructure deployment. The primary responsibilities of this position include: develop and implement innovative grant funding opportunities; oversee and manage project implementation; evaluate and recommend potential updates to the Clean Transportation Program’s investment strategies specific to electric vehicle infrastructure projects; prepare and review guidance documents and EV infrastructure reports, review current technical literature and technical data; perform data analysis; respond to information requests; and work in conjunction with other State Agencies. This position will also require collaboration outside of the Fuels and Transportation Division with the California Energy Commission’s (CEC) other divisions, as well as outside agencies, and electric vehicle infrastructure manufacturers, electric vehicle service providers, environmental and community-based organizations, and other interested organizations.
Essential Duties

35% Develop grant funding solicitations, agreements, and other appropriate measures proposed for CEC funding. Review proposals, prepare scope of work documents, budgets, schedules, special conditions, measurable technical and economic objectives to determine project success, and other materials necessary to finalize and manage funding agreements. Establish and maintain a technical and business relationships with agreement recipients, evaluate and coordinate approval of agreement amendments, receive and review progress reports, prepare project evaluations, verify that all agreement terms and conditions have been met before approving invoices (if necessary, dispute particular invoices), conduct independent and in-depth technical reviews of work conducted by the agreement recipients, conduct project site inspections to ensure projects meet technical, fiscal and administrative objectives, and brief office, division, and Commission management on the status of projects. As needed, lead peer teams to accomplish these tasks.

35% Working independently, conduct analyses to evaluate economic and technical characteristics, commercial availability, environmental benefits, and market potential of clean transportation technologies and infrastructure. Conduct analytical work that will be used in efforts such as the Assembly Bill 2127 charging infrastructure assessment and vehicle-grid integration analysis. The analytical work will also be used in policy forums, such as the biennial Integrated Energy Policy Report proceeding, and will inform funding allocations for the Clean Transportation Program.

25% Build and maintain partnerships with major organizations including industry, environmental groups, and community-based organizations. Document business trends and evaluate market opportunities that can spur clean transportation technology adoption. As needed, evaluate clean transportation access, gaps, and needs including in disadvantaged, low-income, and rural communities. Assist in evaluation of scenarios, risks, and opportunities in collaboration with internal and external partners. Maintain relationships with staff at other State agencies, and track and document updates to activities that affect the Fuels and Transportation Division.

Marginal Duties

5% Perform other related duties as required consistent with the specification of this classification.

Working Conditions

The CEC offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. 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. This position is remote centered which means the incumbent works 50 percent or more of their time
monthly from an alternate work location (i.e., teleworking). While performing duties, the incumbent will be required to use a personal computer and appropriate CEC remote/telework tools such as Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, OneDrive, SharePoint, Teams, OneNote), 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.

**Supervisor’s Name (Print):** Pilar Magana (OOC Supervisor)

**Supervisor’s Name (Signature):** _______________________  **Date:** ____________