STATE OF CALIFORNIA
DUTY STATEMENT
CEC-004 (Revised 2/2022)

Classification(s): Energy Commission Specialist I (TED)
Working Title: Energy Commission Specialist I
Position Number: 535-700-4184-95X
Division/Office: Siting, Transmission and Environmental Protection Division / Administration
Collective Bargaining Identifier (CBID): R10
Work Week Group (WWG): E
Effective Date: April 26, 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 (S) in the Administration Office, the incumbent will serve as the Contract and Grant Agreement Manager (lead person) for Offshore Wind and SB100. The incumbent will be required to work above the full journey level independently performing more complex, sensitive and responsible work which requires on a regular basis, a high level of knowledge, skill, ability and initiative. The incumbent will serve as a skilled subject-matter expert and resource in program evaluation and planning, legislative analysis, policy review and formulation, environmental resources and impact assessment, data collection and analysis, environmental protection, and generation, transmission and consumption production. The incumbent will also serve as a lead person on contract agreement and grant preparation, solicitation and budgetary analysis. The incumbent will be responsible for planning, organizing and coordinating an interdisciplinary team of technical staff for review and/or development of legislation. The incumbent will plan and coordinate staff interagency meetings and prepare policy analysis, and recommendations for action. The incumbent should have an in-depth understanding of division goals, daily operations, including a knowledge and understanding of the California Environmental Quality Act. The incumbent will recommend actions, policies and procedures affecting project and program direction, and implement activities, policies and procedures to achieve the division's goals and objectives.
**Essential Duties**

30% Manage contracts for the Humboldt Offshore Wind Port Investments ($11m). Prepare requests for qualifications (RFQs). Consult with contracts office and legal office. Review, analyze and score proposals. Review, analyze and process invoices. Work closely with the contractor. Track budget expenditures and provide presentations to management. Ensure clear direction, timelines, and expectations are communicated to staff, the division’s administration office and the Commission’s grants office. Develop grant program documents, solicit legal review, create communications materials, and track budget expenditures. Coordinate application review and awards process. Provide memos and presentations to advisory committees or interagency review teams. Hold workshops to discuss requests for proposals with applicants. Participate in the planning conferences.

30% Manage grants for the SB100 grant program and interagency planning effort ($6.2m), and Offshore Wind Outreach ($2.2m). Provide long-term planning and implementation of the SB100 Grant Program. Draft requests for proposals, review grant applications, negotiate grant agreements and related terms and conditions, interface with grant recipients, process invoices, amend grant agreements, receive and review grant deliverables and close out grant agreements. Coordinate with other agencies administering planning grants and other related capacity building and implementation funding programs. Support local, regional, and other governments implementing climate change grants, share best practices, and explore relationships between interdisciplinary agencies to scale impact coupled with an understanding of climate change, knowledge and experience with adaptation and resiliency, and other technical topics relevant to renewable energy and climate change policy and research.

25% Independently analyze the more complex energy planning and policy issues, prepare project summaries and presentations, and provide briefings to management. Plan, organize and lead the work of an interdisciplinary team engaged in the research, review and analysis of energy policy and planning issues. Prepare written and oral communication tools for public dissemination as well as develop contract and grant information for the division’s website. Conduct meetings and public workshops with energy industry representatives, other governmental agencies, private organizations, and the public, to discuss energy planning and regulatory issues, and recommend action to resolve strategy, technical and resource issues.

10% Prepare independent analysis of proposed legislation. Perform research, review, analyze and provide recommendations to management for proposed legislation. Draft proposed legislation. May act as the lead person for the coordination of staff review and analysis of proposed legislation, and/or coordinate development of Energy Commission legislative proposals.

**Marginal Duties**

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

The California Energy Commission 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 - whether office-based or remote-centric - 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).

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: ____________