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

Classification(s): Electric Generation System Specialist I

Working Title: Electric Generation System Specialist I

Position Number: 535-320-4841-002

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

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Effective Date: June 23, 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 Supervisor of the Renewable Integration unit, the incumbent serves as part of the Renewable Integration Research team to plan and implement research, development, and demonstration (RD&D) projects that advance renewable energy and distributed generation technologies. At the full journeyperson level, the incumbent plans, organizes, implements, and reports on the Electric Program Investment Charge (EPIC) program activities relating to the development of clean and affordable electricity generation. The goal of EPIC is to fund electric public interest investments that provide electricity ratepayer benefits, defined as promoting greater system reliability, lower costs and increased safety. The incumbent will address the research issues affecting the design, operation, and integration of new energy technologies; identify and monitor research needs, such as methods, models, and techniques to advance the energy system and renewable and distributed energy resources; evaluate the cost, design, operation, and locations of various generation; and review, prepare, and publish reports. Position requires developing knowledge in advancing renewable energy from a total systems perspective – including generation, distribution system (controls, communication, and functions), storage, plug-in electric vehicle, demand response, forecasting, flexible generation, and managing loads.

Essential Duties

30% Identify and advance research opportunities for RD&D of distributed energy resources and related technologies. Plan, organize, and conduct analyses on emerging distributed energy...
resources technologies and their markets, and their relation to state and federal policies. Identify technology research needs and market barriers and prepare recommendations and inform the Energy Commission’s research initiatives for renewable energy strategic planning. Identify research needs and develop recommendations for strategic RD&D opportunities, RD&D electricity program reports, and programmatic or policy changes. Review and provide analysis on proposed legislation. Identify, consult, and coordinate with relevant subject matter experts in the Energy Commission; academic and research organizations; federal, state, and local government agencies; national laboratories; utilities; and other entities.

30% Manage technology RD&D agreements and technical support contracts implemented by the Commission’s contract or grant recipients, such as startups, established firms, non-profit research institutions, and universities. The incumbent a) provides input on the research project design and scope; b) evaluates and provides feedback on changes to project activities and budget to maintain project priorities; c) evaluates technical deliverables and provides feedback, such as on performance, efficiency, and the economics of engineering system design, components, and materials; d) conducts administrative tasks associated with agreement management such as reviewing invoices and preparing amendments; e) tracks benefits and findings and ensures they are clearly communicated in final products; f) evaluates project and recipient performance; and g) provides updates to management, as needed.

20% Develop research investment plans and grant solicitations. The incumbent a) researches and evaluates the technology readiness, market needs, and benefits of existing and new renewable generation and distributed generation technologies; b) develops solicitations and prepares written justification documents, leads teams to review and evaluate project proposals to determine how well the project addresses the scope of the solicitation criteria; and c) provides verbal summaries of status and findings to management.

15% Develop and deliver written summaries, oral presentations, and briefings on the areas above to support planning and decision-making of the Energy Commission, its RD&D partners, and stakeholders in the energy sector broadly. This includes summarizing findings and recommendations to Energy Commission management, Commissioners, and external stakeholders, including at public meetings and workshops; developing written recommendations for research initiatives based on technical, economic, and policy considerations; and summarizing research results and policy initiatives in fact sheets, staff reports, and other documents for the general public

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):** Vacant

**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):** Kevin Uy

**Supervisor’s Signature:** __________________________  **Date:** ______________