



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: 535-590-4841-001

Division/Office: Renewable Energy / Clean Energy

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Effective Date: July 11, 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 direction of the Electric Generation System Specialist III (S), the incumbent serves as part of an interdisciplinary team to plan and implement activities in the Renewable Energy Division. The incumbent completes technical reviews and assessments of renewable related projects and projects associated with the Geothermal Grant and Loan Program, geothermal development and lithium extraction, and other renewable energy related activities and programs at the journey level. The incumbent is knowledgeable about California's geothermal and renewable resources, and their technologies; geothermal resource exploration and development; renewable energy policies and programs; understands the issues facing the geothermal and renewable industries in a competitive energy market; performs analyses; manages renewable energy technologies projects; and provides information related to the geothermal industry to Energy Commission Program leads, management, and Commissioners. The incumbent maintains collaborative relationships with other local, state, tribal, and federal agencies, plus private organizations; provide technical and administrative support to existing and potential grantees, work within industry networks to expand the program, and coordinate activities with other commission divisions and other state agencies working with geothermal facilities or on related research.

Essential Duties

- 50% Act as the lead technical staff person for the Geothermal Grant and Loan Program, manage and conduct all grant and contract activities and serve as technical expert. Ensure program activities support the development of geothermal electrical generation and are coordinated with renewable energy programs. Specific tasks include: development of technically and administratively sound grant funding opportunities; evaluation of grant proposals; development of recommendations on projects for grant and contract funding; conducting project site visits; and reviewing and analyzing reports on geothermal projects and technologies. The incumbent reviews budgets, invoices, and contract modifications and ensure required deliverables are met for all contracts and grants. The incumbent ensures that scientific investigations, technical analyses, draft and final assessments, and policy papers prepared by contractors are thorough and technically accurate and consistent with Division and Commission policies and objectives plus report writing standards and requirements.
- 25% Provide high-level technical analysis presented in the form of opinion papers, guidance documents, white papers, and internal briefing documents on electricity generation system-related topics associated with geothermal resources and generation facilities. Develop summaries of current and anticipated renewable energy generation technologies and facilities to assist with programmatic decisions related to the implementation of the Geothermal Grant and Loan Program. Develop recommendations for additional projects and areas of research and analysis, as well as possible programmatic or policy changes, to inform the evolution of programs to support the state's clean energy and climate goals. The incumbent analyzes and advises upper management and the Commissioners about the most complex issues involving geothermal activities, including plans and regulations prepared by federal, state, and regional/local agencies.
- 20% Serve as a representative to engage public and private entities addressing issues relating to geothermal and other renewable resource-related activities important to the Energy Commission. The incumbent develops and maintains liaison with federal, state, and local agencies and private partners to encourage their involvement in the Energy Commission's Geothermal Grant and Loan Program and other renewable energy programs. The incumbent assesses and addresses issues raised by federal, state, and local agencies; GRDA program contractors and proponents; the general public; and community-based citizens groups. The incumbent represents the Office, Division, and Energy Commission and makes presentations at meetings, conferences, and seminars.

Marginal Duties

- 5% Other duties as required consistent with 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). Occasional travel may be required to attend in person meetings or events at headquarters in Sacramento, which will be at your personal expense.

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): Silvia Palma-Rojas

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