STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 2/2022)

Classification(s): Energy Commission Specialist II (TED)

Working Title: Energy Commission Specialist II (TED)

Position Number: 535-330-4185-950

Division/Branch: Energy Research & Development/Energy Systems Research

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Effective Date: August 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 (Supervisor) in the Energy Systems Research Branch (ESRB), the incumbent serves as the most highly skilled practitioner who is a prime resource and innovator of the Long Duration Energy Storage (LDES) research team to evaluate, select, deploy, and monitor the installation and performance of a range of LDES emerging technologies throughout the state. As the subject matter expert, independently performs the most complex, sensitive, and responsible energy-related work in the evaluation, design, construction, operation, and maintenance of emerging energy storage technology systems designed to improve the operations of the California utility grid or to assist in the integration of higher concentrations of renewable generation and distributed energy resources. Plays a critical role in the preparation of public workshops, grant funding opportunities and grants management. Has expert technical knowledge of LDES technologies, including but not limited to advanced chemistry batteries, flow batteries, mechanical energy storage technologies, thermal energy storage systems, gravity-based energy storage, compressed air energy storage technologies, and pumped hydroelectric systems. Provides expert consultation services to ESRB management, the leadership of ERDD, Commissioners, other state agency executives and staff, and key personnel from the academic and industrial LDES community.
Essential Duties

40% As a prime resource, leads the most complex technical assessment and review of new and emerging LDES technologies and the role these technologies might play in meeting California’s future energy needs. Serves as a prime resource and the subject matter expert on a broad range of duties to synthesize research results, identify critical learnings from the research, inform and guide research projects, and identify technology gaps that may inform future program research efforts for diverse technical and non-technical audiences, including the Commissioners, Governor’s Office, Legislature, California Public Utilities Commission and other state agencies, and the public. Conducts the most difficult evaluations and prepares reports involving promising LDES technologies and their potential economic, environmental, and public health impact on California's economy and environment as they pertain to ensuring the reliability, resiliency, and safety of the utility grid and both behind-the-meter and front-of-meter customer systems. Reads, analyzes, and interprets literature on LDES technologies and associated issues, energy supply and demand, energy policy, and the need for short term, long term, and seasonal energy storage technologies in preparation for public workshops. Leads workshop development, including but not limited to, development of workshop issues, identification of workshop topics and desired outcomes; coordination of venue and related logistics; coordination with internal/external speakers; public outreach; and documenting and sharing public comments. Leads presentations to international delegations on research being conducted in California on emerging technologies.

35% Independently performs agreement management activities for the most complex projects from research grant negotiation through close out. Works with grant recipients to prepare agreement documents, including negotiating final scope of work, schedule, and funding allocations. Establishes and maintains technical and business relationships with grant recipients and relevant project stakeholders throughout the project. Provides guidance as needed on CEC expectations for grant performance. Monitors progress and verifies performance to grant objectives using the Energy Commission Agreement Management System (ECAMS) to support the administrative tasks required for grant recipients. Conducts technical reviews of project deliverables and advises the Supervisor and Team Lead on the most complex deliverables. Verifies appropriateness of all grant charges in invoices against work performed. Works with grant recipients, unit Supervisor and Team Lead to identify solutions to technical and contractual research challenges, leveraging the expertise of Technical Advisory Committees. Briefs and advises management on the status of the project. Initiates and approves grant amendments with leadership.

10% Advises the unit Supervisor and Team Lead in technology and market analysis to identify the most pressing technological research needs by end use customers and the maturity
levels of new LDES technologies. Lead the development of grant funding opportunities to address the gaps identified. Leads proposal scoring committees. Analyzes proposals to ensure projects address the solicitation criteria, including addressing market needs, advancing science or technology to market adoption, meeting goals and objectives in the grant funding opportunity, and providing a skilled team that can perform the technical tasks within the budget and schedule. Prepares written findings of such evaluations for use by a scoring committee.

10% Oversees the finalization of the more complex project reports, annual reports, and other documents to disseminate research results and lessons learned to technology end users and others with a focus on transferring information that provides public benefits to California and meets the state's energy policies and goals.

Marginal Duties

5% Performs 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):** __________________________

**Supervisor's Signature:** ___________________________  **Date:** ______________