STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 2/2022)

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

Position Number: 535-330-4184-950

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 (Supervisory) in the Energy Systems Research Branch (ESRB), serves as a technical member 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. Independently performs more complex, sensitive, and responsible energy-related work which is demonstrably above the journey level 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. Provides technical expertise in one or more energy-related field for an interdisciplinary team and plays a critical role in the preparation of public workshops, grant funding opportunities and grants management. Develops 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.
Essential Duties

40%  As a technical lead provides subject matter expertise in the assessment and review of new and emerging LDES technologies and the role these technologies might play in meeting California’s future energy needs. Reports on promising LDES technologies and their potential economic, environmental, and public health impacts 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. Synthesizes research results 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. 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. Supports 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. Supports presentations to international delegations on research being conducted in California on emerging technologies.

35%  Manages the more complex research agreements including but not limited to evaluating performance of agreement Recipients and providing quality control/assurance. Oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize the funding agreement and contract document; monitors progress and verifies performance; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews contractor’s progress reports and prepares an evaluation of the project; audits, processes and verifies invoices; conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Energy Commission management on the status of the project.

10%  Supports the unit Supervisor 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. Supports the development of grant funding opportunities to address the gaps identified. Supports 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: ______________