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

Classification: Electrical Engineer
Working Title: Electrical Engineer
Position Number: 535-430-3613-002
Division/Office: Efficiency, Building Standards
Collective Bargaining Identifier (CBID): R09
Work Week Group (WWG): E
Effective Date: August 25, 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 Energy Resource Specialist III (Supervisory) in the Building Standards Branch of the Efficiency Division, the incumbent will perform electrical engineering work necessary to identify opportunities for energy efficiency improvements in the electrical systems of residential (including multifamily) and nonresidential buildings, and to evaluate the impacts of these improvements in terms of energy savings, climate change mitigation, installation and operating cost, cost-effectiveness, water use, occupant comfort, and building functionality as it relates to the Clean Energy and Pollution Reduction Act (SB 350, 2015).

The incumbent will perform engineering tasks and prepare detailed energy efficiency engineering analysis, technical studies, and investigations for residential, nonresidential, and mixed-use building design, with a focus on multistory mixed-use buildings. The incumbent will also serve as a technical resource person to provide advice for development and adoption of building energy efficiency projects and make recommendations on specific engineering problems to determine the societal costs and benefits of mandatory standards and voluntary “reach” codes.

Essential Duties

30% Prepare complete and comprehensive engineering reports that evaluate designs and specifications for energy-using systems in buildings. Evaluate streamlining opportunities for existing building energy efficiency requirements. Determine the engineering specifications required for building energy efficiency measures to be successfully integrated into
California’s Building Standards Code (Title 24). Perform engineering evaluations of the economic impact and energy savings of alternative building designs to verify cost-effectiveness of the measures for adoption into the California Building Energy Efficiency Standards (Energy Code, Title 24, Part 6) as minimum prescriptive or performance standards.

25% Use building energy modeling software to analyze projected impacts of building energy efficiency, energy management, and grid harmonization products and technologies. Conduct impact and alternatives analysis using prototype building models, and verify results of modeling performed by external stakeholders participating in the standards development process.

25% Develop and maintain working relationships with key industry stakeholders and respond to requests for technical engineering assistance and information from the public, governmental agencies, utilities, and other organizations interested in energy efficiency policy, programs, and technologies. Organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions. Prepare complete responses to engineering correspondence and phone inquiries about building designs, drawings, and specifications from building officials and the building industry requesting assistance in checking building plans.

15% Act as work authorization manager for contracts that support Energy Code development and implementation. Support the division contract agreement manager by preparing work authorization documents, negotiating work statements, assigning work to contractors, monitoring work progress, tracking deliverables, and approving invoices.

Marginal Duties

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

Working Conditions

The CEC 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 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). While performing duties, the incumbent will be required to use a personal computer and appropriate CEC remote/telework tools such as Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, OneDrive, SharePoint, Teams, OneNote), Zoom, and internet browsers. Video participation is encouraged.

Diversity and Inclusion Statement

As a state agency serving all Californians, the CEC is committed to being an organization that embodies diversity, equity, and inclusion. The CEC plays an active and meaningful role in creating an environment that enables each employee to thrive.
Employee’s Acknowledgement: I certify that I can perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee’s Name (Print): __________________________

Employee’s Name (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.

Will Vicent (Print): ________________________________

Will Vicent (Signature): ____________________________   Date: ______________