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

Classification: Electric Generation System Program Specialist I
Working Title: Zero-Carbon Electricity Lead, EAD
Position Number: 535-810-4847-950
Division/Branch: Energy Assessments/Supply Analysis - Energy Reliability Unit
Collective Bargaining Identifier (CBID): R09
Work Week Group (WWG): E
Effective Date: August 26, 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 Electric Generation System Specialist III in the Energy Reliability Unit of the Energy Assessments Division (EAD), the incumbent independently performs and leads the most difficult and complex engineering, economic, policy analysis relating to California’s electricity generation and transmission at it transitions to a zero-carbon system. The incumbent serves as the EAD’s lead for the CEC’s role in assisting the state in the analysis of strategies and options for transitioning California’s electricity generation, transmission, and distribution system from fossil fuels (natural gas) to clean energy to achieve the goals of the 100 Percent Clean Energy Act of 2018 (Senate Bill 100). As a subject matter expert, the incumbent provides expert consultative services to staff and management, and has a high degree of knowledge, skill, and expertise above the journey working level, performing duties not assigned on a regular basis to journey level staff. Analysis performed by the incumbent provides decision makers and the public with current and useful information and objective analyses of strategies for achieving SB100 goals. The duties require knowledge relating to how different portfolios of renewable energy systems can be used to replace fossil fuel-based generation, market drivers to accomplish these scenarios, and impacts on costs for the state. The incumbent works with both management and staff to facilitate work products and information that are accurate, objective, timely, and useful in meeting the Energy Commission’s mission. The incumbent also acts as a project lead, planning, organizing, and coordinating an interdisciplinary team of technical and analytic staff.

Among other duties and responsibilities, the incumbent evaluates alternative resource portfolios; develops viable resource plans and supply mix strategies; analyzes environmental and economic impacts; works with modelers to design and use mathematical modeling techniques to support state scenario analysis; develops and presents oral and written testimony in resource planning and environmental impacts; analyzes energy and electricity data and develops technical information both orally and in writing; consults with and advises Office Managers, Division Administrators, and Commissioners on a wide variety of electric generation system planning subject-matter areas; coordinates the work of others, and acts as a team and conference leader.
Essential Duties

40% Serves as the primary subject matter expert and lead technical coordinator for EAD’s contribution to analyses of the electricity system transition to zero-carbon. Leads the development of study scopes, analytical workplans, and report development. Works with a wide variety of technical analyst and experts to facilitate effective project planning, management, and communication. Tracks project progress, identifies barriers and limitations, suggests project alternatives and adjustments, reports on progress, and recommends adjustments as needed. Coordinates the development of project documentation, study results, and recommendations. Acts as EAD’s primary author for the SB 100 report, and other related products.

25% Acts as the primary EAD representative in interagency activities specifically related to zero-carbon electricity generation, transmission, and distribution system studies and reports, such as the SB 100 joint agency report. Builds relationships with other agencies, balancing authorities, utilities, and other stakeholders to facilitate a collaborative effort, support strong stakeholder engagement and understanding of analysis, promote data collection and sharing as appropriate. Leads or supports interdivisional and interagency meetings, workshops, and outreach related to SB 100 and similar efforts.

20% As the primary lead for analysis of transitioning California to a zero-carbon electricity system, performs the most complex analysis of current and future electricity system markets and electricity system operations. Incumbent will make use of existing technical analyses, policy reports, market analytics, and studies developed for specific projects. Synthesizes and communicates complicated information in a simple consumer-friendly manner. Prepares reports, testifies at hearings, and makes presentations to staff, management, and the public on issues associated with electricity market developments.

10% Monitors and, as requested by Energy Commission management, participates in CPUC, CAISO, WECC, CARB and other agency proceedings and activities identified by management. Incumbent will attend webinars and workshops; review papers, proposals, and comments; and engage with agency staff and other participants as appropriate. The incumbent may provide the Energy Assessments Division, other divisions, the Executive Office, and Commissioners briefings and updates on the proceedings, decisions being made, and the impact those decisions could have on the electricity system.

Marginal Duties

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

Knowledge, Skills, and Abilities

Knowledge of: California Public Resources Code pertaining to energy conservation and development; design and operation of existing electrical generating facilities (nuclear, coal, oil, combustion, and hydro), advanced electrical generating technologies; environmental and economic aspects of various fuel types; generation expansion modeling techniques and approaches; electricity system planning and operation; power system economics alternative generation technologies and environmental consequences of generation facility construction and operation.

Ability to: Evaluate alternative generation methods; develop viable resource plans and supply mix strategies; analyze environmental and economic impacts; evaluate utility proposed resource plans for compatibility with electrical demand forecast; design and use mathematical modeling techniques for use in generation system planning; develop and present oral and written testimony in resource planning and environmental impacts; analyze energy and electricity data and develop technical information both orally and in writing; consult with and advise Office Managers, Division Administrators and Commissioners on a wide variety of electric generation system planning subject-matter areas; coordinate the work of others, act as a team or conference leader.
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. Work hours beyond the eight-hour day or forty-hour workweek may be required. 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: ______________