



State of California  
California Energy Commission  
**DUTY STATEMENT**  
CEC-004 (Revised 5/2023)

**Classification(s):** Associate Energy Specialist

**Working Title:** Associate Energy Specialist

**Position Number:** 535-610-4056-XXX

**Division/Branch or Office:** Fuels and Transportation / Passenger Electric Vehicle Infrastructure Branch / Electric Vehicle Infrastructure Deployment Unit

**Collective Bargaining Identifier (CBID):** R10

**Work Week Group (WWG):** 2

**Date Approved:** Nov 18, 2024

**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 Program and Project Supervisor, the incumbent will independently perform responsible, varied and complex technical and analytical work at the full journey person level, related to: Passenger Electric Vehicle Infrastructure Branch. This incumbent will be responsible for individual projects, transportation energy analysis, outreach and education development activities, and agreement management activities associated with the funding deployment in the Passenger Electric Vehicle Infrastructure Branch.

### Essential Duties

40% **Project Development and Agreement Management:** Develop specific language for inclusion in the Energy Commission's Clean Transportation Program's solicitations, agreements, grants, loans, loan guarantees, revolving loans, or other appropriate measures proposed for CEC funding. Review proposals, prepare the work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement. Establish and maintain a technical and business relationship with the agreement recipient; initiate and approve agreement amendments; receive and review progress reports and prepare an evaluation of the project; verify that all agreement terms and conditions have been met before approving invoices (if necessary, dispute a particular invoice); conduct independent and in-depth technical review of the work conducted by the agreement recipient; work directly with the

agreement recipient and make project site inspections to ensure the project meets technical, fiscal and administrative objectives; brief branch, division, and CEC management on the status of the project.

- 15% **Material Analysis:** Conduct complex analyses of alternative fuels and vehicles that form the basis of Energy Commission funding solicitations to evaluate; the economic, commercial availability, environmental benefits, and market potential of alternative and renewable fuel and vehicle technologies, with an emphasis on zero- and near-zero emission fuels and infrastructure. Provide analyses to guide funding allocations for the Clean Transportation Program. Develop analytical work for use in policy forums.
- 15% **Market Assessment:** Evaluate potential market opportunities for alternative and renewable fuels and alternative fueled vehicles including zero- and near-zero emission fuels and infrastructure, to evaluate fuel use penetration, market niche early adopters, business trends, and other factors that stimulate and impact the development, consumption, and use of alternative fuels in California. Provide assessments to help define the focus for Clean Transportation Program solicitations.
- 15% **Data Analysis:** Research and analyze studies of alternative and renewable fuel and vehicle technology use and development in order to support deployment and use of alternative and renewable fuel vehicles throughout California.
- 10% **Build and Maintain Partnerships:** Build and maintain partnerships with major organizations including industry, environmental groups, and community-based organizations. Document business trends and evaluate market opportunities that can spur clean transportation technology adoption. As needed, evaluate clean transportation access, gaps, and needs including in disadvantaged, low-income, and rural communities. Assist in evaluation of scenarios, risks, and opportunities in collaboration with internal and external partners. Maintain relationships with staff at other State agencies, and track and document updates to activities that affect the Fuels and Transportation Division.

### **Marginal Duties**

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

### **Knowledge, Skills, and Abilities:**

**Knowledge of:** A wide range of energy technologies and associated deployment and use issues; energy supply and demand forecasts and analytic methodologies, energy policy issues affecting or resulting from energy technology development, and energy project management techniques; California Public Resource Code pertaining to energy resources conservation and development; principles of physical sciences and engineering involved in energy resource development, conversion, distribution, and conservation; principles of econometric and end-use energy demand forecasting; energy sources and use within the California economy; principles of engineering economics, financial analysis, and economic theory as it pertains to energy supply and demand; energy technology costs and cost-accounting methods; recent research and development projects related to the use of petroleum, natural gas, biomass and



**State of California**  
**California Energy Commission**  
**DUTY STATEMENT**  
CEC-004 (Revised 5/2023)

other synthetic fuels; energy technology environmental impacts, including emissions, waste streams, volumes and characteristics; energy technology public health impacts, air quality impacts and risk analysis; general provisions of social and economic implications of geothermal, solar, wind and other renewable energy development, technology and fuel demonstrations, resource planning and facility construction; recent research and development projects in electrical, nuclear, geothermal, and other energy sources and their related fuels and technologies; Federal and State energy policy; and decision theory, probabilistic risk assessment, and techniques of comparative evaluation, and Federal, State and local government, utilities and private agencies in energy research and regulation.

**Ability to:** Reason logically and creatively, evaluate and apply a variety of analytical and research methods for the purpose of systematic, critical, and thorough analysis of energy problems or prospective issues leading to formulation, testing, or revision of State and/or Federal energy policies; utilize available computer systems for data base and/or computational applications; manage contracts; analyze energy data and present ideas and information effectively both orally and in writing; communicate in both written and oral formats; prepare and give testimony in planning and regulatory proceedings; develop and use complex computer programs and analytic models; develop and evaluate fuel alternatives; gain and maintain the confidence and cooperation of those contacted during the course of work; evaluate and quantify the effect of research, development and demonstration programs on energy systems; analyze situations accurately and take effective actions, and act independently within the guidelines set forth by the Commission; present ideas and analysis cogently and effectively; and consult with and advise other staff management, Commissioners, or others on the relative merits of specific energy technologies and the impact of various energy policies.

### **Working Conditions**

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

### **Diversity and Inclusion Statement**

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken 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):** Madison Jarvis

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_