



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

Classification(s): Associate Energy Specialist

Working Title: Associate Clean Transportation Specialist

Position Number: 535-610-4056-951

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

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): 2

Date Approved: November 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 supervision of the Program and Project Supervisor (PPS) in the Passenger Electric Vehicle Infrastructure Branch within Fuels and Transportation Division, the incumbent will independently perform responsible, varied and complex technical and analytical work at the full journey person level, related to funding electric vehicle charging infrastructure and associated policies. 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 PEVI Branch.

Essential Duties

45% **Agreement Management:** 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.

- 20% **Project Development:** 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.
- 10% **Communication and Presentation:** Communicate clearly with coworkers; management, including Commissioners; representatives of other division in the California Energy Commission and other state agencies; and members of the public, including advocates and stakeholders. Identify key points. Write clear and effective documents and correspondence. Speak clearly and effectively on teleconferences and in making formal and informal presentations. Collaborate effectively with coworkers and others.
- 10% **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.
- 10% **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.

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 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



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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): Carol Hewitt

Supervisor's Signature: _____ **Date:** _____