



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

Classification(s): Energy Analyst

Working Title: Energy Analyst

Position Number: 535-610-5837-964

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

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): 2

Date Approved: 1/10/2025

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 a Program and Project Supervisor the Energy Analyst will perform work of average difficulty in a wide variety of consultative and analytical tasks associated with the Clean Transportation Program (CTP), which deploys significant funds to support the transition to zero-emission vehicles and infrastructure. Incumbent will assist with development of grant funding solicitations and agreement management activities with an emphasis in zero- and near-zero emission vehicle and infrastructure areas, that transform California's fuel and vehicle types to meet the state's climate change policies.

The incumbents will manage agreements and contracts; assist with solicitations; gather, tabulate, and analyze data; assist with preparing reports; assist with reviewing and analyzing technical reports, papers, and correspondence; assist with public presentations; and prepare correspondence. The incumbent may also assist in analytical studies, research, planning, and data assessment in the Agreement Management Unit of the Fuels and Transportation Division, commensurate with educational background and abilities.

Essential Duties

45% **Energy Commission Agreement Management.** Oversee the tasks in the scope of work and confirm the receipt of deliverables. Conduct site inspections of Energy Commission projects.

Review and process invoices submitted by grant recipients and contractors. Collaborate with grant recipients and contractors so that all work, including data collection, the final report, and invoicing, is completed within the approved agreement term. Initiate and conduct analyses to support the agreement amendments. Develop and submit agreement amendments for approval. Input agreement information and data into various spreadsheets and databases. Assist with managing an effective electronic file system for the agreements.

- 15% **Energy Commission Agreement Development.** Assist in the development of work statements, budgets, schedules, and special terms and conditions for CTP solicitations, agreements, grants, contracts, and loans. Develop and present summations of proposed CTP agreements at Energy Commission Business Meetings for consideration.
- 10% **Communication and Presentation:** Communicate clearly with coworkers; management, including Commissioners; representatives of other divisions 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% **Technical Assessments of Zero-Emission Fuels and Vehicles.** Assist in conducting technical assessments of zero-emission and near zero-emission fuels and vehicles with an emphasis in zero-emission vehicle and infrastructure areas that form the basis of Energy Commission CTP funding solicitations. Apply technology assessment tools, including software models. Review technical proposals for Energy Commission funding. Brief the Branch, Division, and Energy Commission management on the results of assessments and reviews.
- 5% **Economic Assessments of Zero-Emission Fuels and Vehicles.** Apply assessment tools, including software models, to articulate deployment requirements, benefits, and jobs creation associated with alternative transportation fuels and vehicles, with an emphasis in zero-emission vehicle and infrastructure. Provide input for policy forums such as the Integrated Energy Policy Report (IEPR) proceeding. Brief the Branch, Division, and Energy Commission management on the results of assessments.
- 5% **Database Management, Mapping, Dashboard Development.** Work with the Energy Commission's Cartography Unit staff to provide updated investment database information, perform geocoding when necessary, and develop and maintain a web-based dashboard for public access. Work with the Governor's Office of Business and Economic Development to develop and maintain a database to track local jurisdictions who have adopted Reach Codes, and work with cartography staff to develop a Geographic Information System (GIS) map for this effort. Develop and maintain a dashboard for public access.

Marginal Duties

- 10% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, trends, and terminology of energy programs; governmental functions and organizations.



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Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve energy problems, develop and evaluate alternatives, analyze data and present ideas and information effectively both orally and in writing, consult with and advise administrators or other interested parties on a wide variety of subject matter areas, and gain and maintain the confidence and cooperation of those contacted during the course of work.

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): Corey Permann

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