



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

**Classification:** Energy Analyst

**Working Title:** Program Analyst

**Position Number:** 535-550-5837-9XX

**Division/Section/Branch:** Reliability, Renewable Energy & Decarbonization Incentives/Reliability and Renewables/Clean Energy & Technology

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

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

**Date Approved:** June 5, 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 the supervision of the Program and Project Supervisor of the Solar for All Unit of the Clean Energy & Technology Branch of the Reliability, Renewable Energy & Decarbonization Incentives (RREDI) Division, the incumbent performs varied consultative and analytical work of average difficulty in the field of renewable energy and distributed energy generation resources in support of the Solar for All program. The incumbent will serve on a team whose duties may include but are not limited to administering new or existing programs, technical analysis, engagement with stakeholders, and development and maintenance of reports and lists used to inform program development, implementation, and improvements.

### **Essential Duties**

- 25% **Energy Analysis:** Assist and support lead staff and supervisor by conducting energy-related research, analyses, and evaluation for program development, implementation, and improvements. Assist with research, data collection, analysis, and make recommendations to support programs. Analyze and aggregate data on energy policies, programs, and technologies for inclusion in reports or presentations, such as program guidelines and mandated reports. Assist with updates to program processes, procedures, and forms.
- 20% **Grant Application Processing:** Assist in conducting reviews of applications and supporting documentation submitted to the CEC or its program administrator for Solar for All grant

program. Assist in the analysis of applications to ensure accuracy, completeness, and consistency with program requirements; maintain documentation records; perform data validation checks; and correspond with applicants and other stakeholders regarding the status of the applications.

- 20% **Claim & Loan Payment Processing:** Assist in the review of documentation submitted to pay claims for the Solar for All grant program or to identify deficiencies; notify and work with participants to resolve deficiencies related to claims payment. Maintain current information on program databases and workload tracking tools. Research minor requests for assistance and information related to claims payment processing.
- 15% **Documents and Deliverables.** Support lead staff in the preparation of minor staff reports or other deliverables to support new and existing programs. Assist in the preparation of policy, economic, and energy-related analyses and recommendations; and contribute to minor reports. Assist in the development of written analyses, reports, presentations, briefings, memos, letters, forms, web-based information, and outreach, training, and education materials.
- 10% **Technical Research:** Assist with technical research and providing data and written material to support various programs. Analyze and aggregate data on energy policy and technologies for inclusion in other reports or presentations, such as Guidelines and periodic reports. Assist with regular updates to program processes, procedures, and forms.

### **Marginal Duties**

- 5% Attend and assist in coordinating workshops, hearings, conferences, and meetings on topics associated with the Energy Commissions' renewable energy, reliability, and building decarbonization programs.
- 5% Perform other related duties as required consistent with the specification of this classification.

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

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

Skill in: Analysis, attention to detail, working independently and with others, writing and communication.

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; 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. 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**



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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):** \_\_\_\_\_

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