



State of California  
California Energy Commission  
**DUTY STATEMENT**  
CEC-004 (Revised 4/2024)

**Classification(s):** Electric Generation System Specialist I

**Working Title:** Electric Sustainability Specialist

**Position Number:** 535-360-4841-010

**Division/Branch or Office:** Energy Research and Development/Sustainability and Resilience

**Collective Bargaining Identifier (CBID):** R09

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

**Date Approved:** August 14, 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 direction of the Supervisor of the Sustainability and Health Unit, the Electric Generation System Specialist I (EGSS I) serves as part of interdisciplinary and/or interdivisional teams to plan and implement the California Energy Commission's (CEC) research, development, demonstration, and deployment (RDD&D) programs. The EGSS I performs complex engineering, statistical, and economic analyses of new and emerging energy systems and/or technologies. The EGSS I performs independent, varied, and complex technical and analytical work regarding the advancement of environmentally sustainable electricity system and generation technologies that align with California's energy and environmental policies and goals, including decarbonization, energy affordability, and equity. The EGSS I may serve as a project lead for other technical and analytical staff.

## Essential Duties

- 25% **Research Portfolio Development:** Develops and manages RDD&D solicitations and contributes to the development of RDD&D initiatives with a focus on environmental and ecological sustainability issues related to California's progress toward a 100 percent zero-carbon electricity system. Conducts technical and market analyses and consults with subject matter experts in support of solicitation and initiative development.
- 25% **Project Management:** Manages RDD&D projects on generation and distributed energy resource technologies, with a focus on environmental and ecological sustainability issues related to California's progress toward a 100 percent zero-carbon electricity system. Collaborates with project partners – including startups, established firms, non-profit research institutions, and universities. Leads project management activities, including grant agreement

development, research collaborations, technical analysis and support, budget management, financial review, project schedule and progress review, project performance assessment, and benefits estimation.

- 15% **Technology Analysis:** Conducts complex engineering, statistical, and economic analyses of new energy systems and technologies with a focus on environmental and ecological sustainability issues related to new generation (e.g., utility-scale and rooftop solar photovoltaic), energy efficiency efforts, and distributed energy resources. This can include complex cost and performance modeling of new generation and distributed energy resources and assessment of commercial viability.
- 15% **Deliverables and Dissemination of Technical Knowledge:** Develops and delivers written summaries, project reports, fact sheets, presentations, briefings, and other deliverables related to environmental and ecological sustainability issues related to California's progress toward a 100 percent zero-carbon electricity system to CEC leadership and Commissioners, other state and federal policymakers, researchers, and other clean energy parties to support energy planning, policy, and energy sector decision-making.
- 10% **Engagement:** Develops and fosters relationships and consults with research organizations, federal and state government agencies, utilities, and other parties to identify RDD&D needs, barriers, and opportunities and to develop and implement initiatives and projects that provide significant public benefits to California. Shares information on RDD&D activities with interested parties and the public through written products, workshops, meetings, and other forums.
- 5% **Policy Advisement:** Develops and provides recommendations to division and CEC leadership to inform policy regarding the construction and operation of generation technologies and distributed energy resources. Maintains knowledge of the current state of clean energy policy. Analyzes and evaluates the policy impacts of new technology development; analyzes proposed legislation that may impact current RDD&D initiatives and policy.

### **Marginal Duties**

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

### **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.



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**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):** Susan Wilhelm

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