



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

Classification: Electric Generation System Specialist I

Working Title: Senior Electric Vehicle Program Specialist

Position Number: 535-610-4841-9XX

Division/Branch: Fuels and Transportation Division / Zero Emissions Vehicles Acceleration Branch /
Data Management and Analytics Unit

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: 10/3/2025

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 direction of the Project and Program Supervisor, the incumbent independently performs the varied, complex, technical, and analytical work on the topics of data management and analysis. The Zero Emissions Vehicles Acceleration Branch has primary responsibility of performing analysis, modeling, and programs to increase the deployment of zero-emission vehicles and the associated infrastructure. In addition, the incumbent represents the division and the California Energy Commission (CEC) before various state, federal, and local energy agencies and regional, national, professional, and governmental bodies which significantly influence the state's energy policies with respect to the Zero Emissions Vehicles Acceleration Branch activities. The incumbent will serve as a knowledgeable resource on policy, technology, market, and strategic issues as directed; and plays a primary role in coordination and collaboration with other state, federal, and local agencies, as well as other interested stakeholders and the public.

Essential Duties

35% **Program Support:** Participate in or lead project work teams needed to execute programs and projects, and coordinate team efforts. Implement or advance comprehensive data management and analysis solutions. Monitor and analyze electric vehicle (EV) charging infrastructure data streams to ensure data integrity, completeness, and compliance with state reporting standards. Develop and maintain data quality metrics, identify data gaps or anomalies, and coordinate resolution of technical data issues. Provide support and

technical assistance, conduct research and analysis, coordinate, and leverage data from Zero Emission Vehicle program and other data efforts within CEC and with other agencies; provide outreach, education, and presentations to decision makers, stakeholders, and the public. Plan and conduct public workshops and outreach events to gather input from external stakeholders from around the state. May be responsible for CEC reports and may lead other Zero Emissions Vehicles Acceleration Branch staff in carrying out project responsibilities.

- 30% **Documents and Deliverables:** Independently, or serve as project lead, to develop and deliver compliance reports, written summaries, project reports, fact sheets, presentations, briefings, and other deliverables related to California's charging network infrastructure. The reports, summaries, fact sheet, etc. will relate to data collection, management, and storage related key division priorities, such as regulations and funding programs. Lead the development, tracking, and reporting of program metrics.
- 20% **Outreach and Education:** Participate or serve as project leader to develop educational tools and training resources related to EV charging infrastructure data to facilitate program participation and compliance. Lead partnerships and engagements with program stakeholders and representatives of other governmental agencies. Assist to respond to EV charging infrastructure questions from Charging Network Providers (CNPs), to route technical inquiries to subject matter experts, and to follow up on data requests. Participate or serve as the primary liaison with CNPs.
- 10% **Decarbonization:** Perform complex technical and analytical work including, but is not limited to, the implementation, analysis, and updating of load management regulations, programs, and tools, such as data submission portals, data processing and management, data storage, and data analysis; preparing reports on project, program, and technology issues and achievements; analyzing energy, economic, and/or environmental data to assess impact on greenhouse gas emission reductions, energy costs, and energy resiliency, evaluating the economic consequences of generation costs to low-income and underserved communities. Act as a technical subject matter expert and provide guidance and input to staff who are implementing projects and programs.

Marginal Duties

- 5% Perform 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.

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): Sandra Garcia

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