



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

Classification: Electric Generation System Specialist I

Working Title: Compliance Analysis Electric Generation System Specialist I

Position Number: 535-450-4841-004

Division/Branch: Efficiency/Standards Compliance

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: October 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 direction of the Program and Project Supervisor of the Standards Compliance Branch of the Efficiency Division, the incumbent independently performs the varied, complex, technical, and analytical work on the topics of the Home Energy Rating System (HERS) (Energy Code Compliance (ECC) program as of 1/1/2026) Field Verification and Diagnostic Testing (FV&DT) program and the Acceptance Test Technician Certification Provider (ATTCP) program. The incumbent may also perform similar analytical work to support the Whole House Asset Rating and Labeling program. The Standards Compliance Branch has primary responsibility of promoting compliance with the substantive and procedural requirements relating to the Building Energy Efficiency Standards. 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 Compliance Analysis Unit 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% **Energy Analysis.** Perform research, analyses, and evaluation of compliance rates with the Energy Code. Identify compliance issues. Evaluate data and information from available

sources including, but not limited to, HERS/ECC provider data registries, ATTCP providers, local agencies, industry research organizations, nongovernmental organizations, and utilities to identify appropriate metrics and methodologies to determine compliance rates, identify issues, and recommend cost-effective solutions. Conduct data analysis using advanced toolsets. Use this data and analytic results to inform the division's Energy Code policies, standards development, outreach and education, technical assistance, and enforcement activities.

- 25% **Program Support.** Participate in or lead project work teams needed to execute programs and projects, and coordinate team efforts. Implement or advance energy code compliance. Analyze, evaluate, design and implement generation system models. Conduct data analysis and data analytics utilizing existing CEC resources, publicly available data, and industry derived data sources. Provide support and technical assistance, conduct research and analysis, coordinate, and leverage compliance rate surveys and analysis 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 Standards Compliance Branch staff in carrying out project responsibilities.
- 25% **Technical Support.** Develop systems and processes that analyze current and future data sources and tools to develop, deploy, and operate data analytics, analysis, and programming alternatives that will evaluate compliance measure impacts to present and future processes. Support development of the Commission Compliance Document Repository (CCDR). Participate in the development of database automation and execution of processes. Assist in development of compliance tools.
- 10% **Work Authorization Management.** Assist or manage work authorizations, research, and grant programs as a subject matter expert related to electric generation data. Provide technical input and support to other divisions or agencies decarbonization analyses, research, and/or pilot activities. Assist in the development of grant proposals and the execution and administration of successful grants.

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.



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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.

Charles Opferman (Print): _____

Charles Opferman's Signature: _____ **Date:** _____