



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

Classification: Electric Generation System Program Specialist I

Working Title: Load Flexibility Policy Lead

Position Number: 535-460-4847-00X

Division/Branch: Efficiency/Load Flexibility

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Effective Date: November 4, 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 general direction of the Branch Manager in the Load Flexibility Branch of the Efficiency Division, the incumbent performs the most difficult assignments relating to engineering and economic studies of alternative electric generation methods and fuels and provides technical leadership in the planning, development, and implementation of the California Energy Commission's (CEC) load management and flexible demand appliances policies and programs. The incumbent will require a high degree of skill in energy-related subjects, which are the most sensitive and complex due to the rapid development in the subject area. The Load Flexibility Branch has primary responsibility for implementing Sections 25213, 25218(e), 25402(f) and 25403.5 of the Public Resources Code via the adoption of minimum standards and other regulations.

The incumbent integrates activities with other relevant programs and policies, such as demand response, building decarbonization, renewables integration, incentives, integrated resource planning, resource performance evaluation, energy resiliency, and retail electricity rates. The incumbent serves as a subject matter expert with a high degree of knowledge, skill, and expertise beyond the journeyperson level. In addition, the incumbent represents the division and the 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 Load Flexibility Branch activities, and informs decision-makers on strategies for achieving the state's energy goals while fostering public, governmental and private sector collaboration.

Essential Duties

- 30% **Policy and Proceedings:** Leads efforts to analyze, amend, and implement state load management and flexible demand appliances policies and standards related to electric generation, transition, distribution, and use. Tracks, evaluates, and analyzes state, federal, and international policy that informs energy and electric load management and load flexibility initiatives and their effects on the electric generation systems. As relevant to the areas of focus, participates in proceedings and other public processes, such as policy development processes of the California Public Utilities Commission and California Independent System Operator. Aligns and coordinates with other staff and agencies on decarbonization, electric generation, and load management efforts.
- 30% **Deliverables:** Produces high-quality, timely, complete, and accessible deliverables, including oral and written products, regulatory documents, briefings, presentations, and other communications, leveraging electric generation systems expertise in electric generation, transmission, and distribution, load management, flexible demand, demand response, and retail electricity rates. Contributes to the development of multiple reports including annual reports, integrated energy policy reports, and other agency deliverables.
- 20% **Analysis:** Independently leads energy and electricity data analysis; evaluates and conducts environmental and economic impacts analysis and leads development and adoption of regulatory updates applicable to decarbonization, electric generation, transmission, and distribution and grid reliability and resiliency. Evaluates utility proposed resource plans for compatibility with electrical demand forecast; designs and uses mathematical modeling techniques and approaches; and plans, organizes, and conducts technical, economic, and other complex analyses of energy data and load management and flexibility strategies and their effects on electric generation systems for policy planning, projects implementation, and benefits assessment.
- 15% **Advisement:** Advises the Governor's Office, commissioners, executive management staff, legislative bodies, governmental entities, and appliance efficiency organizations on a wide variety of topics relevant to electric system planning, rate programs, demand flexibility, and energy efficiency, to inform energy planning, policymaking, and decision-making. Plans, organizes, and directs efforts of junior staff in the standards development, adoption, and implementation processes, including staff's conducting of pre-rulemaking and rulemaking processes consistent with the requirements of the Administrative Procedure Act. Coordinates the work of others, acts as a team or conference leader.

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 with a copy of this duty statement.

Rajiv Dabir (Print): _____

Rajiv Dabir's Signature: _____ **Date:** _____