



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

Classification: Associate Electrical Engineer

Working Title: Appliance Enforcement Specialist

Position Number: 535-151-3603-001

Division/Branch or Office: Office of Compliance Assistance and Enforcement

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: December 22, 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 Director of the Office of Compliance Assistance and Enforcement (OCAE) within the Executive Office, the incumbent will perform more difficult electrical engineering work including responding to difficult technical engineering design and testing issues; conduct more complex investigations and enforcement activities; establish and maintain cooperative relations with those contacted in the work; analyze situations accurately and take effective action; dictate correspondence and prepare reports, and promote compliance with the substantive and procedural requirements relating to the Title 20, Appliance Efficiency Regulations.

Essential Duties

- 35% **Engineering Analysis and Technical Support:** Respond and make recommendations to difficult technical electrical engineering design and testing issues. Support, implement, and conduct audits of engineering test labs. Serve as a liaison to the test laboratory to interpret and analyze test procedures and test reports for active enforcement cases.
- 30% **Research and Investigation:** Investigate complaints, tips, leads, and principles to determine if violations exist for case development and settlement or prosecution. Research and apply

local, state, and federal energy and environmental regulations and industry engineering standards during the course of these investigations and coordinate cases and activities with investigators and prosecutors from the Energy Commission's legal staff, local city and district attorney offices, the California Office of the Attorney General, the United States Department of Energy, the United States Environmental Protection Agency, and energy and environmental protection offices in other states.

- 20% **Enforcement:** Develop enforcement cases against violators of the Energy Commission's appliances energy efficiency enforcement program. Conduct interviews with complainants, informants, witnesses, and suspected violators who possess case information. Obtain and analyze engineering test laboratory data and other applicable information. Collect and catalog evidence that includes documents, products, and photographs. Conduct surveillance and utilize other applicable techniques to gather evidence. Coordinate sampling and testing procedures. Developing and executing search and inspection warrants.
- 5% **Data Analyzation and Reporting:** Document investigative findings into comprehensive technical case reports. Analyze the data collected and any applicable engineering test reports and standards that are included in these technical case reports. Properly maintain evidence and case files. Review case files to determine accuracy. Brief management and legal staff on case investigation findings and recommended actions.
- 5% **Expert Witness:** Prepare legal and technical documents for administrative and judicial processes. Assist and provide technical expertise to attorneys with developing facts for incorporation in legal documents used in Energy Commission and Administrative Hearings proceedings and potentially at state trial or appellate court hearings. Testify in adjudicatory hearings as needed.

Marginal Duties

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

Knowledge, Skills, and Abilities

Knowledge of: Title 20 Appliance Efficiency regulations, enforcement methodologies, market actors and eco system related to appliances, legal/case management basics.

Ability to: Question everything and pay attention to details. Think on your feet. Communicate clearly, concisely, and firmly. Negotiate. Collaborate and bring disparate groups together. Be comfortable with being uncomfortable. Analyze information, make solid recommendations, and write about it. Interact with high level executives and attorneys. Have a positive, can do, solution-oriented attitude.



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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): _____

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