



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

Classification: Electric Generation System Specialist I

Working Title: Compliance & Enforcement Specialist

Position Number: 535-151-4841-XXX

Division/Office: Executive - Small Offices/Compliance Assistance & Enforcement

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: 12/23/2025

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 Energy Resources Specialist III (Supervisory) of the Office of Compliance Assistance and Enforcement (OCAE), the incumbent independently performs the varied, complex, technical, and analytical work on the topics of energy efficiency and decarbonization, specifically, Title 24, Part 6 (Building Energy Code) and Title 20 Building Benchmarking Requirements (Benchmarking). This Office has primary responsibility of providing compliance assistance to support the successful implementation of California's Building Energy Code and Benchmarking requirements and performing direct enforcement of these requirements. The incumbent will interact directly with authorities having jurisdiction (AHJs), consumers, building owners, contractors, energy consultants, Contractors State Licensing Board, third party inspectors, and other stakeholders regarding Building Energy Code compliance and enforcement. In addition, the incumbent represents the California Energy Commission (CEC) before various government agencies and industry professionals with respect to compliance and enforcement with Building Energy Code and Benchmarking activities. The incumbent will serve as a knowledgeable resource on policy, technology, market, and strategic issues; 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** Serve as a compliance assistance team lead for a wide range of technical issues related to compliance with and enforcement of the Building Energy Code. Analyze,

evaluate, design, and implement generation system models, and building energy modeling. Evaluate building energy models and plans to verify compliance with the Building Energy Code. Provide support and technical assistance related to specific issues of non-compliance, conduct research and analysis, give presentations to decision makers, stakeholders, and the public. Oversee and coordinate with appropriate parties on enforcement related matters, including judicial actions, as needed. Develop and maintain suitable hardcopy and electronic records per OCAE record-keeping protocols and file naming conventions. Compose documents (such as case investigation reports, written testimony, etc.), and assist assigned counsel with preparation for administrative and judicial actions, as necessary. Provide depositions and/or testify at adjudicatory hearings as required.

- 35% **Stakeholder Engagement** Develop and foster relationships with the Efficiency Division to coordinate and collaborate on specific Building Energy Code and Benchmarking issues to ensure accurate information is communicated to stakeholders. Share this information with internal and external stakeholders through written products, workshops, meetings, and other forums. Coordinate and communicate with local, state, and federal agencies, energy and environmental advocacy groups, and industry representatives regarding the Building Energy Code and Benchmarking requirements. Plan and conduct public workshops, and group or individual outreach events to gather input from external stakeholders from around the state. Respond to Building Energy Code and Benchmarking inquiries and complaints.
- 10% **Decarbonization** Act as a technical subject matter expert, prepare technical reports, respond to technical inquiries, and analyze energy, economic, and/or environmental data to assess impact on greenhouse gas emissions, energy costs, electric generation needs, energy resiliency, and low-income and underserved communities. Use building energy modeling software to analyze potential environmental and economic impacts of energy efficiency measures.
- 10% **Energy Code Development** Perform complex technical and analytical work to support the development of statewide building energy efficiency standards with a focus on improvements to support compliance and enforcement of the Building Energy Code and Benchmarking requirements.

Marginal Duties

- 10% Perform other duties as required, consistent with the specifications of the classification and objectives of OCAE.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. 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. Travel may be required to attend off-site meetings or participate in conferences, workshops, and site visits for more than 50 percent of the time. Additional hours beyond an eight-hour workday or 40-hour workweek may be required.

Diversity and Inclusion Statement



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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 Name (Print): _____

Employee Name 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.

Danielle Hughes (Print): Danielle Hughes

Danielle Hughes' Signature: _____ **Date:** _____