



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

**Classification(s):** Electric Generation System Program Specialist I

**Working Title:** Medium- and Heavy-Duty ZEV Specialist

**Position Number:** 535-610-4847-959

**Division/Branch or Office:** Fuels and Transportation Division / Commercial and Industrial ZEV Technologies and Infrastructure Branch / Hydrogen Refueling Infrastructure Unit

**Collective Bargaining Identifier (CBID):** R09

**Work Week Group (WWG):** E

**Date Approved:** January 7, 2026

**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 general direction of the Program and Project Specialist, PUC in the Commercial and Industrial ZEV Technologies and Infrastructure Branch of the Fuels and Transportation Division, the incumbent provides technical leadership in the planning, development, and implementation of the Energy Commission's Clean Transportation Program and vehicle-grid integration; conducts complex analyses and develops strategies to transition California's transportation by focusing on the deployment of hydrogen refueling and electric vehicle charging infrastructure to achieve the goals of the state. As a subject matter expert with a high degree of knowledge, skills, and expertise at a high working level, performing duties needing advanced knowledge; conducts the most complex technical and techno-economic analyses of zero-emission vehicle charging and refueling infrastructure deployment and informs decision-makers on strategies for achieving the state's energy goals; and fosters governmental and private sector collaboration. The incumbent develops grant funding opportunities, develops and manages agreements, and engages in other funding and non-funding activities to support vehicle-grid integration and vehicle to grid advancement. The incumbent works with management to implement strategy and with staff to develop work products and information that are accurate, objective, timely, and useful in meeting the CEC's mission. The incumbent provides mentoring to junior staff to develop technical expertise.

## Essential Duties

- 30% **Energy Analysis:** Serve as the lead technical coordinator and primary subject matter expert for FTD's contribution to analyses of the Clean Transportation Program. Lead the development of study scopes, analytical workplans, and report development. Work with a wide variety of technical analysts and experts to facilitate effective project planning, management, and communication. Track project progress, identify barriers and limitations, suggest project alternatives and adjustments, report on progress, and recommend adjustments as needed. Coordinate the development of project documentation, study results, and recommendations. Act as FTD's contributing author for the Senate Bill 643 report and other related products. Plan, develop, organize, manage, and conduct technical analyses, studies, and assessments related to medium- and heavy-duty zero-emission refueling and charging infrastructure for near-term and long-term planning purposes.
- 20% **Modeling:** Define data needs and modeling assumptions. Work with FTD staff and external partners to gather relevant data. Manipulate and analyze large sets of data to be used in engineering, statistical, and mathematical modeling by employing engineering algorithms, or econometric modeling and statistics to ensure accuracy and reasonableness of inputs and results. Lead work in expanding the technical capabilities and recommending analytical improvements for the Clean Transportation Program.
- 20% **Technical Analysis and Reporting:** Serve as a lead on the development of technical analysis and reports. Act as subject matter experts on medium- and heavy-duty charging and refueling infrastructure, developing technical materials and making policy recommendations to address key concerns and emerging issues. Utilize existing technical analyses, policy reports, market analytics, and studies developed for specific projects. Synthesize and communicate complicated information in a simple consumer-friendly manner. Prepare reports, testify at hearings, and make presentations to staff, management, and the public on issues associated with medium- and heavy-duty charging and refueling infrastructure. Review written materials and provide expert feedback.
- 15% **Interagency Representation:** Act as the primary FTD representative in interagency activities, communicating objective findings from technically complex analyses to decision-makers, other government agencies, and the public to support the CEC in its role as the state's primary energy planning agency. Develop oral and written presentations and reports on medium- and heavy-duty charging and refueling infrastructure for workshops and interagency planning forums, including explaining the results of complex technical analysis to CEC executive management and other stakeholders as well as the general public.
- 10% **Energy Commission Agreement Management:** Manage California Energy Commission grant agreements with electric vehicle chargers and fueling station developers, fuel providers, workforce training providers, school districts, transit agencies, other state agencies, researchers, and equipment manufacturers. Develop work statements, budgets, schedules, and special terms and conditions for Clean Transportation Program solicitations, agreements, grants, contracts, and loans. Develop and present summations of proposed Clean Transportation Program agreements at Energy Commission Business Meetings for consideration. Oversee the tasks in the work statements and confirm the receipt of deliverables. Conduct site inspections of Energy Commission projects. Review and process



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invoices submitted by grant recipients and contractors. Collaborate with grant recipients and contractors so that all work, including data collection, the final report, and invoicing, is completed within the approved agreement term. Initiate and conduct analyses to support the agreement amendments. Develop and submit agreement amendments for approval. Assist with inputting agreement information and data into various spreadsheets and project invoicing management databases

### **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):** Tomas Ortiz

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_