



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

Classification(s): Air Pollution Specialist

Working Title: Air Pollution Specialist

Position Number: 535-610-3887-017

Division/Branch or Office: Fuels and Transportation/ Strategy, Equity, and Economic Benefits
Branch/ Federal Opportunities and Investment Unit

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Effective Date: 1/23/2026

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 supervision of the Program and Project Supervisor (PPS) in the Federal Opportunities and Investments Unit within the Fuels and Transportation Division, the incumbent may serve as a team lead in the development and deployment of alternative fuel vehicles and electric vehicle charging and fueling infrastructure, including workforce training and development and equity initiatives in California. The incumbent will perform complex technical and analytical tasks and will work independently, participate in a team, and use scientific principles to evaluate vehicle and infrastructure issues and assist private and public partners to introduce improved vehicles, engines, charging and fueling stations, other related infrastructure, and training and equity considerations through joint funding of projects, technical assistance, and education and outreach activities.

The incumbent will perform engineering calculations and analyses related to the use of alternative fuels and zero-emission vehicle systems. They will assist with the development of grant funding opportunities and agreement management activities with an emphasis in zero- and near-zero emission vehicle and infrastructure areas, that transform California's fuel and vehicle types to meet the state's climate change policies. The incumbent will establish working relationships with other government agencies and industry stakeholders to ensure that the California Energy Commission, the Clean Transportation Program, and the National Electric Vehicle Infrastructure Program have access to current technology information to inform policy

recommendations that maintain and increase the development of incentive programs associated with alternative and renewable fuels and vehicle technologies.

Essential Duties

- 35% **Grant Solicitation Development:** Prepare grant funding solicitations and guidance documents for the implementation of mobile source incentive, grant, and financing programs in conjunction with state agencies, local air districts, and other stakeholders. Prepare funding plans or guidelines and project solicitations for incentive funds including solicitation design, application scoring, and outreach. Stakeholder engagement and outreach are key components of solicitation design.
- 20% **Energy Commission Agreement Management:** Manage California Energy Commission grant agreements with electric vehicle charger and fueling station developers, fuel providers, other state agencies, researchers, and equipment manufacturers. Develop work statements, budgets, schedules, and special terms and conditions for Clean Transportation Program and National Electric Vehicle Infrastructure Program solicitations, agreements, grants, contracts, and loans. Develop and present summations of proposed Clean Transportation Program and National Electric Vehicle Infrastructure 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 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.
- 20% **Federal Engagement:** Closely monitor and analyze various federal programs relevant to the deployment of infrastructure to support zero-emission vehicles. Provide expert advice on program requirements, eligibility criteria, and funding opportunities to internal stakeholders, and prepare project applications to federal programs. Provide briefings to Division management, Executive Office, and the Lead Commissioner on federal initiatives available to the Energy Commission, to enhance the Energy Commission's ability to leverage federal programs to further its mission and objectives.
- 10% **Technical Assessments of Zero-Emission Fuels and Vehicles:** Perform technical work related to emission and greenhouse gas reduction strategies, using scientific principles to identify gaps and needs of underrepresented communities and individuals. Analyze current technical literature and technical vehicle air pollutant emissions data; report findings and make recommendations to management and impacted stakeholders both verbally and in writing. Develop solicitations and projects, based on those findings, to meet program goals for the development of alternative fuels and transportation energy technologies that transform California's fuel and vehicle types to help attain the state's climate change policies and greenhouse gas emission reduction.

10% **Reporting and Assessing:** Independently prepare and finalize clear and accurate technical reports, issue papers, legislation analysis, federal reports, and regulatory documentation. Oversee the development of market assessment reports to evaluate market niche early adopters, funding gaps, business and workforce trends, and other factors that stimulate and impact the development, consumption, and use of alternative fuels in California. Research and report on the state-of-the-art (technology and cost) for alternative fuels and fueling infrastructure, including hydrogen, electric vehicles, and other technologies.

Marginal Duties

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

Knowledge, Skills, and Abilities

Knowledge of: Engineering, physics, chemistry, mathematics, natural sciences, and meteorology as related to air sanitation; research methods; scientific computer programming/modeling applications; methods of statistical analysis; principles and methods of measuring atmospheric conditions and pollution levels; methods of measuring automotive emissions; chemical and physical characteristics of air impurities and their interactions with the environment; principles and procedures of air quality management and vehicular emission control; complex statistical techniques and their fundamental bases; laws and regulations applicable to air quality and motor vehicle emission control.

Ability to: Collect environmental data; collect vehicular or stationary source emission data; analyze data and reach sound conclusions; calibrate complex air monitoring equipment; apply scientific methods and principles; apply computer programming and modeling skills; analyze situations and take effective action; work cooperatively with others; prepare clear, complete, and technically accurate reports; communicate effectively; plan, organize, and carry out studies and analyses; make oral presentations; coordinate the work of others; evaluate data and develop recommendations based on findings; operate in a lead capacity for special studies and projects.

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): Jane Berner _____

Supervisor's Signature : _____ **D ate:** _____