



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

Classification(s): Air Resources Engineer

Working Title: Electric Vehicle Charging Infrastructure Analyst

Position Number: 535-610-3735-004

Division/Branch or Office: Fuels and Transportation /Zero Emissions Vehicles Acceleration Branch/Vehicle-Grid Integration Unit

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: 4/6/2026

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 Vehicle-Grid-Integration Unit within the Fuels and Transportation Division, the incumbent will perform engineering calculations and analyses related to electric vehicle infrastructure and related systems. The incumbent will serve as a Clean Transportation Program resource for evaluating technologies used in all electric transportation market sectors. The incumbent will participate in team settings to analyze the efficacy of data and specifications provided by stakeholders including vehicle Original Equipment Manufacturers (OEMs), charger manufacturers, OEM tier suppliers, and others. The incumbent will determine the engineering cost effectiveness, analyze lifecycle impacts, and perform other quantitative comparisons of technologies. The incumbent will conduct the analyses in concert with the requirements of the Clean Transportation Program to stimulate the clean transportation market, meet climate change goals, reduce vehicle and equipment costs, improve system efficiency and resilience, and improve the customer experience.

Essential Duties

30% **Analysis and Technology Advancement:** Perform complex calculations, analyses, and assessments to facilitate the development and deployment of electric transportation and supporting technologies. Conduct engineering analyses that consider environmental and economic impacts. Establish effective working relationships with individuals in other government agencies and industry to ensure that the Energy Commission and the Clean

Transportation Program have access to current technical information from manufacturers and other stakeholders. Provide analyses to identify state-of-the-art vehicle and fueling systems that maximize efficiency and minimize costs to California and the consumers. Incumbent will be responsible for concept review, development, implementation, and evaluation of next-generation systems and technologies. Communicate ideas, analyses, and results effectively via presentations and written reports. Make funding recommendations to support commercialization and deployment of the technologies for the Clean Transportation Program Investment Plan, as necessary.

- 30% **Infrastructure Barrier Evaluation and Technical Guidance:** Serve as a resource to evaluate barriers to electric transportation, particularly to charging infrastructure. Perform complex calculations and analyses to support the development of California's charging infrastructure, related to topics including site preparation and utility coordination, electric distribution systems, equipment certification and operation, utilization data, and the customer experience. Prepare materials and testimony based on engineering evaluations of technical and cost elements of funding proposals, including under the Clean Transportation Program.
- 30% **Project Oversight and Technical Compliance Review:** Review and evaluate proposals, project plans, specifications, estimates, and budgets with consideration of technical feasibility. Ensure that federal, state, and local fire and safety regulations are met. Perform contract, grant, and project management for advanced vehicle and infrastructure technology projects. Prepare work statements, budgets, schedules, special conditions, and measurable technical and economic objectives which will be used to determine project success. Establish and maintain technical and business relationships with funding recipients, initiate amendments, perform technical reviews of monthly progress and work conducted by funding recipient, review invoices, and evaluate and coordinate on any proposed changes to the project. Conduct site visits to determine that activities conform to the project design and technical specifications as stated in the agreement.

Marginal Duties

- 5% Conduct education, training, and outreach for stakeholders including fleet managers, consumers, and other identified groups to provide exposure to and understanding of alternative fuel vehicles, recharging, and fueling stations, costs, performance attributes, and benefits of improved technologies and emerging alternative fuels.
- 5% Perform other duties as required consistent with the specifications of this 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.



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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): _____ Stephanie Hart _____

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