



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

Classification: Electric Generation System Program Specialist I

Working Title: Gas Decarbonization Modeling Lead

Position Number: 535-860-4847-001

Division/Branch: Energy Assessments/Fuels Analysis Branch – Natural Gas Unit

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Date Approved: April 8, 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 the general direction of the Program and Project Supervisor, PUC in the Natural Gas Unit within Energy Assessments Division (EAD), the incumbent independently leads and performs the most difficult and complex engineering, economic, policy analysis relating to the fossil gas system and markets. The incumbent serves as the EAD's lead for California Energy Commission's (CEC) role in assisting the state in the analysis of strategies and options for transitioning California's fossil gas system to achieve the goals of the state. As a subject matter expert, the incumbent utilizes a background in fossil gas system operations, fossil gas rates, fossil gas markets, and modeling to provide expert consultative services on the feasibility, impact, or potential of a variety of operations, projects, or proposals. These assignments require a high degree of knowledge, expertise, and skill beyond the journey level, and knowledge of fossil gas system markets. 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 also provides mentoring to junior staff to develop technical expertise.

The EAD assesses California's electricity, natural gas, petroleum, and transportation systems and trends to provide information to the state's decision makers and the public. These assessments inform the development, and implementation, of energy policies that balance the need for adequate resources with economic, public health, safety, and environmental goals. The Fuels Analysis Branch has primary responsibility of evaluating alternatives for the state to transition away from fossil fuels.

Essential Duties

- 35% **Energy Analysis:** Serve as the lead technical coordinator and primary subject matter expert for EAD's contribution to analyses of the fossil gas market. 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 EAD's primary author for the fossil gas prices report and other related products. Plan, develop, organize, manage, and conduct technical analyses, studies, and assessments related to fossil gas markets for near-term and long-term planning purposes.
- 35% **Modeling:** Define data needs and modeling assumptions. Work with EAD staff and external partners to gather relevant data. Manipulate and analyze large sets of fossil gas 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 fossil gas price forecasting.
- 10% **Interagency Representation:** Act as the primary EAD 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 the fossil gas market 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% **Technical Analysis and Reporting:** Serve as a lead on the development of technical analysis and reports. Acts as subject matter expert on fossil gas prices, 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 fossil gas pricing. Review written materials and provide expert feedback.
- 5% **Coordination and Outreach:** Monitor and, as requested by management, participate and/or present at California Public Utility Commission and other outside agency proceedings and activities identified by management. Attend webinars and workshops; review papers, proposals, and comments; and engage with other agency staff and other participants as appropriate. Provide briefings and updates to the EAD, other divisions, the Executive Office, and Commissioners on various proceedings, the decisions being made, and the impact those decisions could have on the fossil gas prices.



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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. Workhours beyond the eight-hour workday or forty-hour workweek may at times be required. 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): Rachel Kuykendall

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