



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

**Classification:** Energy Analyst

**Working Title:** Standards Tools Energy Analyst

**Position Number:** 535-430-5837-001

**Division/Branch:** Efficiency/Building Standards

**Collective Bargaining Identifier (CBID):** R10

**Work Week Group (WWG):** 2

**Date Approved:** April 27, 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 of the Standards Tools Development Unit of the Efficiency Division, the incumbent is responsible for work of average difficulty in a wide variety of consultative and analytical energy assignments in the field of project management of software development and maintenance, technical support, and engagement with interested parties. This Unit has primary responsibility of developing, enhancing, and maintaining software tools and compliance manuals in support of the California Energy Code and statewide building decarbonization policies.

### Essential Duties

- 35% **Energy Analysis.** Assist and support lead staff and supervisor by conducting research, analyses, and evaluation of software development, enhancement and maintenance needs for software tools and compliance manuals in support of the California Energy Code and statewide building decarbonization policies. Supports development of recommendations to streamline and improve software tools and compliance manuals.
- 35% **Technical Support.** Assist with ongoing technical assistance efforts to consumers, building owners, contractors, building departments, and other stakeholders throughout California to increase compliance with the California Energy Code. Respond to requests for technical assistance and information from project proponents and others interested in energy policy, the Energy Code, efficiency programs, and technologies.
- 20% **Documents and Deliverables.** Assist in the preparation of compliance manuals and reports on compliance software-related procedures, policies, and programs to support compliance with

the California Energy Code and statewide building decarbonization policies. Assist in preparing policy, economic, and technical analyses and recommendations; and contribute to minor reports.

5% **Outreach and Education.** Assist with projects to develop educational and training resources and tools used to facilitate compliance with and increase industry knowledge of the compliance software for the California Energy Code and statewide building decarbonization policies.

### **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.

**Nikhil Kapur (Print):** \_\_\_\_\_

**Nikhil Kapur's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_