



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

Classification(s): Staff Air Pollution Specialist

Working Title: Clean Transportation Program Lead Specialist

Position Number: 535-610-3875-001

Division/Branch or Office: Fuels and Transportation Division / Strategy, Equity, and Economic Benefits Branch / Program Integration Unit

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Date Approved: 2/5/2026

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 in the Program Integration Unit, the incumbent provides technical leadership for the California Energy Commission's Clean Transportation Program. Responsibilities include planning, developing, and implementing strategies to transition California's transportation system to zero-emissions to reduce pollution and improve public health.

As a subject matter expert, the incumbent conducts complex analyses, develops recommendations to advance state goals for clean transportation, and supports equitable deployment of zero-emission vehicle infrastructure. The role involves independent work, leading technical efforts, preparing reports such as the Investment Plan Update, and mentoring junior staff.

The incumbent collaborates with government agencies, communities, advocacy groups, and industry to inform policy, represents the CEC at meetings and workshops, and communicates program strategies to management, executive leadership, and external partners. Additional duties include leading analyses and discussions on air quality and greenhouse gas reductions and assessing benefits for the Clean Transportation Program.

Essential Duties

- 35% Technical Analysis and Reporting:** Lead the development of technical analysis and reports and serve as subject matter expert on the Clean Transportation Program's investment planning and related equity initiatives. Lead the development of study scopes, workplans, and report development working with a wide variety of analysts and specialists. Develop technical materials and make 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. Act as the primary author for the Investment Plan Update for the Clean Transportation Program report and other related products. Plan, develop, organize, manage, and conduct technical analyses, studies, and assessments related to the Clean Transportation Program for near-term and long-term planning purposes. Incorporate program data and other research and analyses into the development of the annual Investment Plan Update.
- 25% External Engagement and Outreach:** Build and maintain partnerships with industry, environmental groups, community-based organizations, and other stakeholders to enhance strategies and recommendations for the Clean Transportation Program, with an emphasis on equity in funding opportunities. Evaluate scenarios, risks, and opportunities in collaboration with external partners. Develop oral and written presentations and reports on the Clean Transportation Program and investment planning for workshops and other forums, including explaining the results of complex technical analysis to external stakeholders and the public. Work alongside the commissioner's office and other division staff to implement outreach and engagement strategies to reach underrepresented communities and individuals. Coordinate the participation of the Advisory Committee in the development of Clean Transportation Program's annual Investment Plan Update.
- 20% 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 in the clean transportation space. Quantify Clean Transportation Program benefits and accomplishments toward accelerating the adoption of zero-emission fuels and technologies and related infrastructure. Evaluate economic benefits, commercial availability, environmental benefits, job creation, and market potential of clean transportation technologies. Evaluate clean transportation access, gaps, and needs including in disadvantaged, low-income, and rural communities. Work independently and lead, in coordination with management, to assess state and federal policies related to clean transportation and the market opportunities for zero-emission vehicles and infrastructure and incorporate findings into the annual Investment Plan Update. Independently prepare and finalize clear and accurate reports, issue papers, legislation analysis, and regulatory documentation
- 15% Coordination and Interagency Representation:** Act as the primary representative in interagency activities, communicating findings from complex analyses to decision-makers and other government agencies to support the CEC in its role as the state's primary energy planning agency and lead on zero-emission vehicle infrastructure deployment. Monitor, participate, and present at Energy Commission Business Meetings and other outside agency proceedings and activities identified by management. Review written materials and provide expert feedback. Attend webinars and workshops; review papers, proposals, and comments to



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track and document updates to activities that affect the Clean Transportation Program. Provide briefings and updates to division management, other divisions, the Executive Office, and Commissioners on various proceedings, the decisions being made, and the impact those decisions could have on the Clean Transportation Program. Maintain relationships with staff at other State agencies and internally with other staff to coordinate and collaborate on clean transportation topics and related equity efforts.

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; research techniques, including the planning of studies and investigations, determining variables, and developing reference materials; research reporting techniques; techniques and procedures for evaluating research results; mathematics, atmosphere chemistry, and physical meteorology; state and federal air and environmental protection policies and programs.

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; prepare project plans; design studies; develop techniques for handling a large variety of detailed data and analyze these data; communicate the results and

implications of studies to nontechnical persons; perform unusual and difficult research and analytical work.

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): Marissa Williams _____

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