



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification: Electric Generation System Program Specialist II

Working Title: Low Carbon Fuels Technical Lead

Position Number: 535-860-4848-001

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

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Date Approved: May 4th, 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 of the Natural Gas Unit, the incumbent is a most highly skilled practitioner who serves as the prime resource and innovator relating to the natural gas system and low carbon fuels analysis. The EGSPS II leads and performs the most difficult and complex engineering, economic, and policy analysis in this area. The EGSPS II serves as the technical advisor to EAD's Deputy Director, Director, and management regarding the evaluation and implementation of low carbon fuels strategies and potential applications in the energy sector. The incumbent serves as the CEC's prime subject matter expert on analytical issues associated with hydrogen, renewable natural gas, and other low carbon fuels. The EGSPS II independently plans a low carbon fuels strategy for electric generation and other applications, organizes the development of electric generation analysis and synthesizes findings from other end use sectors, conducts the most complicated studies, and leads informational proceedings related to low carbon fuels. The incumbent provides expert witness testimony as well as technical and policy recommendations at CEC and legislative hearings; interacts with high-level policymakers, scientists, and technical experts; and represents the CEC in collaboration with other entities, such as the California Public Utilities Commission, California Independent System Operator, Investor-owned Utilities and Community Choice Aggregators. The incumbent may also serve as a project lead over other technical and analytic staff.

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 for assessing California's fuel supplies and system, reliability, identifying trends for planning and decision making, as well as identifying and implementing natural gas decarbonization strategies as California transitions toward a clean energy future.

Essential Duties

- 35% **Energy Analysis:** Serves as the CEC's prime subject matter expert and technical lead for low carbon fuels and related energy modeling and analytical activities. This includes developing and comparing scenarios that evaluate low carbon fuels as a decarbonization strategy for the electric generation sector, as well as synthesizing findings from other analyses, to inform state energy long-term planning. Works with other CEC technical leads, across divisions, to identify and prioritize low carbon fuels scenarios for study. Identifies additional data needs and provides guidance and review on all data analysis and products. Compares expected analytical results to actual results under the direction of the Commissioners, management, and end users of the analysis and draws conclusions and makes recommendations. Works closely with staff evaluating the transition from fossil fuels to ensure that low carbon fuel analyses consider reliability, environmental, and economic factors. Engages and works with energy and fuel experts throughout the Western states to understand electricity and gas system operations, local policies, and system plans to inform analyses.
- 35% **Technical Analysis and Reporting:** Serves as prime subject matter expert and technical lead for complex analysis of hydrogen, renewable natural gas, and other low carbon options as potential clean energy resources. Identifies important market trends, challenges, and policies and synthesizes the information into an analytical framework under direction of the Commissioners and in consultation with management, cross-divisional technical staff, and end users of the analysis. Develops low carbon fuel assumptions, complex data inputs and analytical tools for model simulations (using databases, excel spreadsheets, and other software tools) and develops technical conclusions and findings to inform energy planning and decision making. Documents the functionality and use of analytical tools. Serves as the prime technical lead in the preparation of studies, reports, papers, data visualizations, and presentations regarding the analysis of low carbon fuels and their role in California's energy sector. Provides mentorship and training to junior staff supporting work in the areas of hydrogen and renewable natural gas.
- 20% **Coordination and Outreach:** Monitors and, as requested by CEC management, participates in CPUC, CARB, and other agency proceedings and activities. Incumbent may lead and attend webinars and workshops; reviews related papers, proposals, and comments; and engages with agency staff and other participants as appropriate. The incumbent provides the EAD, other divisions, the Executive Office, and Commissioners briefings and updates on the proceedings, decisions being made, and the impacts those decisions could have on the electricity system.

Marginal Duties

- 10% Performs other duties as required, consistent with the specifications of the classification.



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

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



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Classification: Electric Generation System Program Specialist I

Working Title: Low Carbon Fuels Technical Lead

Position Number: 535-860-4847-XXX

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

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Date Approved: May, 4th 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 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 natural gas system and low carbon fuels. 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 electricity generation fuels to clean energy resources to achieve the goals of SB 100 that requires California to generate 100 percent of its electricity from renewable and zero-carbon sources by 2045. As a subject matter expert, the incumbent utilizes a background in analysis of the state's electricity system as well as issues associated with natural gas and transitioning to low and no carbon generation resources to provide expert consultative services on the feasibility, impact, or potential of a variety of operations, projects, or proposals related to the transition to clean energy sources. These assignments require a high degree of knowledge, expertise, and skill beyond the journey level, and knowledge of California's electricity generation, transmission, and distribution system as well as analytical issues associated with hydrogen, renewable natural gas, and other low carbon fuels. 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 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 for assessing California's fuel supplies and system, reliability, identifying trends for planning and decision making, as well as identifying and implementing natural gas decarbonization strategies as California transitions toward a clean energy future.

Essential Duties

- 35% **Energy Analysis:** Serve as the lead technical coordinator and primary subject matter expert for EAD's contribution to analyses of the low carbon fuels and related energy modeling and analytical activities. 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. Plan, develop, organize, manage, and conduct technical analyses, studies, and assessments related to the natural gas system, low carbon fuels, and transitioning to clean energy resources for near-term and long-term planning purposes.
- 35% **Technical Analysis and Reporting:** Serve as a lead on the development of technical analysis and reports. Acts as subject matter expert on the natural gas system, low carbon fuels and their role in the transition of California to clean energy resources, 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 low carbon fuels such as hydrogen and renewable natural gas, and their role in California's energy sector. Review written materials and provide expert feedback.
- 20% **Coordination and Outreach:** Monitor and, as requested by management, participate and/or present at the California Public Utility Commission, the California Air Resources Board, 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 electricity system.

Marginal Duties

- 10% Perform other duties as required, consistent with the specifications of the classification.



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Supervisor's Name (Print): Rachel Kuykendall

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