

PROPOSED DUTY STATEMENT

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)
POSITION DUTY STATEMENT

Classification ANALYST II (Full-time)	Unit 100	Name TBD
Working Title Energy Unit Analyst	Position Number 373-100-5393-709	Effective Date TBD

GENERAL STATEMENT:

The Energy Unit Analyst will receive direction from the Assistant Deputy Director/Manager and from the Deputy Director of the Energy and Climate unit. This position is responsible for performing the more responsible, varied, and complex support and analysis for in-progress clean energy projects throughout the state as well as tracking additional data and relevant information for energy infrastructure projects that will help the state meet its climate and sustainability goals.

ESSENTIAL FUNCTIONS:

50%	<p>The Energy Unit Analyst will receive direction from the Assistant Deputy Director/Manager and from the Deputy Director of the Energy and Climate unit. This position is responsible for providing support and analysis for in-progress clean energy projects throughout the state as well as tracking additional data and relevant information for energy infrastructure projects that will help the state meet its climate and sustainability goals.</p> <ul style="list-style-type: none">• Independently collect data, prepare complex data analyses, and provide analytical support on various datasets used in preparing reports for internal and external distribution.• Responsible for ensuring data quality including: locating, identifying, and isolating sources of data quality issues and assists with the development of specific corrective actions required to improve data quality.• Preparing data visualization materials such as graphs, charts, and reports for presentations at meetings, workshops, hearings, and/or conferences.• Coordinate and participate in meetings for the Energy and Climate Unit and/or working groups with various stakeholders including utilities, developers, and governmental entities that are playing or will need to play key roles in the successful development of an infrastructure project.• Independently analyze and synthesize data to enable tracking of progress towards the state's energy infrastructure goals.• Synthesize project development indicators in a format that will enable staff to clearly and efficiently communicate progress and pitfalls to state leadership, as needed, including the Governor's Office;• Assist with other activities related to Energy and Climate Unit's work in carrying out legislative mandates.
35%	<p>Research, meet and provide information to interested parties including energy innovators, energy developers, businesses, state and federal agencies and more about energy related programs and incentives available by GO-Biz and other state agencies. Duties include:</p> <ul style="list-style-type: none">• Independently responds to requests from both internal and external sources for information regarding the Energy Unit's role and work in accelerating the planning, financing and execution of critical energy infrastructure projects.• Facilitate interaction with stakeholders including businesses and local economic development entities seeking information on opportunities for new or expanded business activity, or re-location of operations to California.• Analyze proposed related legislation with impact to renewable energy and other electrification goals.

10%	<p>Record and track engagements with external entities on clean energy projects in the client relationship management database and answer constituent inquiries. Duties include:</p> <ul style="list-style-type: none"> • Regularly update and coordinate with working groups, task force and other stakeholders to ensure projects, contacts and related reports are accurate and up to date. • Independently updates existing and add new project contacts, account, opportunities, and project wins to the CRM database. • Independently ensures that affiliated project correspondence is recorded in Salesforce. • Regularly provide status updates and reports to show progress of project tracking efforts in CRM.
MARGINAL FUNCTIONS:	
5%	Performs other duties as required consistent with the specifications of this classification

SUPERVISION EXERCISED:	
None	

SUPERVISION RECEIVED	
This position receives direction from the Assistant Deputy Director/Manager and general program direction from the Deputy Director of the Energy Unit.	

PUBLIC AND INTERNAL CONTACTS	
During the course of work, the incumbent has regular and frequent contact with federal, state, and local governmental agencies, elected and appointed officials, members of the public, and representatives of stakeholder groups. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various organizations.	

INITIATIVE AND INDEPENDENCE OF ACTION	
The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.	

CONSEQUENCE OF ERROR	
Significant error, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California and results in negative impacts to the operations and programs administered by the department.	