



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

Classification: Energy Analyst (Limited-Term)

Working Title: Benchmarking and Building Performance Energy Analyst

Position Number: 535-420-5837-950

Division/Branch: Efficiency/Existing Buildings Branch

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): 2

Date Approved: June 1, 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 Building Performance and Metrics Unit in the Existing Buildings Branch 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 building energy benchmarking and building performance standards strategy development. The Existing Buildings Branch has primary responsibility of advancing energy efficiency improvements and reduced greenhouse gas emissions in existing buildings through programs, policies, standards, and analyses.

Essential Duties

- 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 building energy benchmarking and public disclosure program including enforcement activities and compliance tracking. Respond to requests for technical assistance and information from project proponents and others interested in energy policy, the Energy Code, efficiency programs, and technologies.
- 30% **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 building energy benchmarking and public disclosure program.

- 15% **Energy Analysis.** Assist and support lead staff and supervisor by conducting research, analyses, and evaluation of building energy benchmarking and public disclosure program and building performance standard policies, analysis, and recommendations.
- 10% **Decarbonization.** Learn and support energy efficiency and decarbonization activities targeting the built environment. Work with other agencies, professionals, and energy policy experts to increase understanding of barriers and contribute to identifying opportunities and pathways to increase decarbonization and energy efficiency.
- 5% **Documents and Deliverables.** Assist in the preparation of the California Building Energy Performance Strategy Report as mandated by SB48 (2023) or workshops to support building energy benchmarking and public disclosure program and building performance standard policies, analysis, and recommendations. Assist in preparing policy, economic, and technical analyses and recommendations; and contribute to minor reports.

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.

Brent Kelsey (Print): _____

Brent Kelsey's Signature: _____ **Date:** _____