



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

Classification: Electric Generation System Program Specialist I

Working Title: Principal Data Management Analyst

Position Number: 535-610-4847-950

Division/Branch: Fuels and Transportation Division/Zero Emissions Vehicles Acceleration
Branch/Data Management and Analytics Unit

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Date Approved: 6/4/2026

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 (PPS) in the Data Management and Analytics Unit within Fuels and Transportation Division (FTD), the incumbent provides technical leadership in the planning, development, and implementation of the Energy Commission's Clean Transportation Program and vehicle-grid integration; conducts complex analyses and develops strategies to transition California's transportation to become a zero-emission fleet to achieve the goals of the emission and pollution reduction. As a subject matter expert with a high degree of knowledge, skills, and expertise at a high working level, performing duties needing advanced knowledge; conducts the most complex technical and techno-economic analyses of Clean Transportation Program related data and informs decision-makers on strategies for achieving the state's energy goals; and fosters governmental and private sector collaboration.

The incumbent will serve as a project manager for data management and analytics within the Fuels and Transportation Division. The Fuels and Transportation Division supports California's transition to electric transportation by leading activities related to analytical and modeling work, data collection, and data management. These activities help electric transportation grow into a more convenient and accessible part of daily life for Californians and a key part of a resilient and carbon-neutral energy system. The Principal Data Management Analyst leads ongoing projects with a special emphasis on internal operations and data management. Priorities include improving developing processes to collect and store significant amounts of data, engaging with internal and external data submitters, developing QA/QC and validation of collected data, technical project management of data management-related

projects, and developing reporting and dashboarding solutions. 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.

Essential Duties

- 35% **Technical Project and Process Management:** Serve as the lead technical coordinator and primary subject matter expert for FTD's contribution to analyses of the Clean Transportation Program and its data management. Lead the development of study scopes, analytical workplans, and other project management documentation. Work with a wide variety of technical analyst 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 for near-term and long-term planning purposes.
- 35% **Technical Engagement and Modeling:** Define data needs and modeling assumptions. Work with FTD staff and external partners to gather relevant data. Manipulate and analyze large sets of energy data to be used in engineering, statistical, and mathematical modeling by employing engineering algorithms, or econometric modeling and statistics to ensure accuracy and reasonableness of inputs and results. Lead work in expanding the technical capabilities and recommending analytical improvements for the Clean Transportation Program.
- 25% **Technical Analysis and Reporting:** Serve as a lead on the development of technical analysis and reports. Acts as subject matter expert on Clean Transportation Program and other zero emission vehicle (ZEV) infrastructure data, 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 the Clean Transportation Program. Review written materials and provide expert feedback.

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. Work hours beyond the eight-hour workday or forty-hour workweek may at times be required. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.



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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): _____ Danae Villicana _____

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