State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 5/2023)

Classification: Senior Mechanical Engineer, Limited-Term

Working Title: Compliance Analysis Senior Technical Lead

Position Number: 535-450-3579-950

Division/Branch: Efficiency/Standards Compliance Branch

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Date Approved: June 10, 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 general direction of the Program and Project Supervisor of the Compliance Analysis Unit, in the Standards Compliance Branch of the Efficiency Division, the incumbent will perform the more difficult work related to assignments in connection with mechanical engineering design, drafting, and inspection work; and other related work in the fields of compliance and enforcement of the Energy Code. The Standards Compliance Branch has primary responsibility of promoting compliance with the substantive and procedural requirements relating to the Building Energy Efficiency Standards. In addition, the incumbent represents the division and the California Energy Commission (CEC) before various state, federal, and local energy agencies and regional, national, professional, and governmental bodies which significantly influence the state's energy policies with respect to Standards Compliance Branch activities. The incumbent will serve as a subject matter expert on policy, technology, market, and strategic issues as directed; and plays a primary role in coordination and collaboration with other state, federal, and local agencies, as well as other interested stakeholders and the public.

Essential Duties

35% **Engineering Analyses.** Lead staff in analyzing and solving the most complex and difficult engineering problems. Plan, organize, coordinate, and provide high level technical leadership for engineering analysis for determining compliance rates with the Energy Code. Conduct data analysis from available sources including compliance programs, local agencies, industry research organizations, non-governmental organizations, and utilities to identify appropriate metrics and methodologies to determine compliance rates, identify implementation issues, and recommend cost-effective solutions to increase Energy Code

compliance or verification improvements. Use this data and analytic results to inform and target the division's code development, outreach and education, technical assistance, compliance, and enforcement activities.

20% **Documents and Deliverables.** Prepare and complete comprehensive engineering and data analytical reports on compliance rates of different aspects of the Energy Code's requirements to support compliance improvement efforts.

20% **Technical Support.** Serve as a technical expert and provide professional mechanical engineering advice to management, Commissioners, and stakeholders. Lead responses to requests for technical assistance and information from project proponents and others interested in energy policy, efficiency programs, and technologies.

10% **Decarbonization.** Develop and provide high-level engineering technical plans, specifications, estimates, or analysis to support and/or advance existing building decarbonization policy, program development, implementation, or improvements. Review and summarize publications and agency proceedings on existing building decarbonization strategies, programs, costs, and impacts. Evaluate and analyze the impacts of programs and proposed program changes on low- and moderate-income and disadvantaged communities – specifically related to energy, fiscal/economic, grid resiliency, greenhouse gas emissions, costs, air quality, and environmental impacts. Identify research and data gaps and provide suggestions to address those gaps. Prepare reports or technical responses for decarbonization policies, strategies, and/or equipment for existing buildings. Provide quality review of the engineering work of staff and the review of the engineering analyses submitted by parties regarding energy efficiency and decarbonization policies and programs for buildings.

10% **Program and Policy Support.** Develop and provide support for other offices and divisions seeking to coordinate efforts on compliance rate data sources and analytics. Respond to requests for assistance and information relating to energy efficiency policy, programs, and technologies, including requests to act as a liaison between program leads and outside parties.

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.

Supervisor's Name (Print): _____

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