



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

Classification(s): Associate Energy Specialist (TED)

Working Title: Associate Offshore Renewable Energy Specialist

Position Number: 780-4056-XXX

Division/Branch or Office: Siting, Transmission and Environmental Protection Division / Climate Initiatives Branch/Offshore Renewable Energy Planning Unit

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): 2

Date Approved: June 29, 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 direction of the Program and Project Supervisor of the Offshore Renewable Energy Planning Unit, the Associate Energy Specialist (AES) serves as part of interdisciplinary and/or interdivisional teams to assist in the planning and implementation of the California Energy Commission's (CEC) Siting, Transmission, and Environmental Protection (STEP) Division's programs. The AES assists with formulating and developing solutions to difficult and controversial issues on a variety of projects. The AES performs work at the full journey-level and independently performs technical, analytical, and administrative work on assignments such as grant agreement management, program tracking and support, technology assessments, stakeholder engagement, events coordination, and information exchange. The incumbent will support projects, such as those related to the Proposition 4 Offshore Wind Ports Development Program, Senate Bill 605, and Assembly Bill 3.

Essential Duties

30% **Project Development and Management:** Supports the development and management of STEP work statements, budgets, schedules, and other aspects of grant projects. Identifies

technical and economic objectives that will be used to determine grant project success. Fosters partnerships with project team and participate in project management/tracking, including site visits, to ensure projects meet technical and fiscal objectives. Reviews grant project progress reports, assists with resolving project issues, and prepares project evaluations. Reviews invoices and verify that agreement terms and conditions are met before approving invoices. When necessary, disputes and resolves invoice issues and conducts analyses to support grant amendments. Support with the preparation of briefings and/or presentations to CEC management and Commissioners on the status of grant projects.

- 20% **Program Planning:** Performs energy research analyses informing program and policy recommendations to CEC management and Commissioners. Conducts research, analysis, and assessments to support the Unit's program implementation. The research, analyses, and assessments will be used to prepare strategic plans, grant solicitations, and other STEP products. Develop educational, training, and communication resources and tools to support the Unit's key programs and priorities, including the Offshore Wind Ports Development Program.
- 15% **Market and Policy Analysis:** Conducts market and policy analyses to support the needs of the Offshore Renewable Energy Planning Unit. Conducts research, analysis, and stakeholder interviews on market and policy issues and technology advancements. Evaluate existing and proposed laws, ordinances, regulations, standards, policies, and informational items pertinent to offshore renewable energy and aspects of Commission programs.
- 10% **Research Solicitation Development and Management:** Assists in developing and managing grant solicitations. This includes assisting with the development of the solicitation scope and purpose, project activities, schedules, project requirements, proposal evaluation and scoring, and workshops.
- 10% **Special Interest Group Coordination:** Assist with the coordination and work with federal, state, regional and local governments; environmental and environmental justice organizations; special interest groups; Native Americans; and members of the public to ensure their input and consideration into Commission programs.



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10% **Stakeholder Outreach:** Assist with the organization of and conduct workshops and meetings concerning Commission projects, programs, and policies with staff, project applicants, the utilities, governmental agencies, private organizations, tribal representatives, and the public.

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): Eli Harland

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