



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

Classification: Electric Generation System Specialist I

Working Title: Building Decarbonization Specialist

Position Number: 535-510-4841-954

Division/Section/Branch: Reliability, Renewable Energy & Decarbonization Incentives/Building Decarbonization/Equitable Building Decarbonization

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: July 23, 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 Rebates and Incentives Unit of the Equitable Building Decarbonization Branch/Building Decarbonization Section of the Reliability, Renewable Energy & Decarbonization Incentives (RREDI) Division, the incumbent independently performs the varied, complex, technical, and analytical work at the full journey person level, on the topics of building decarbonization programs, policies, and strategies. The branch has primary responsibility of building decarbonization programs and strategies. The incumbent may act as team lead and lead coordinator of various entities for larger projects. 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 new and existing programs. The incumbent will serve as a knowledgeable resource 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

25% **Program Support.** Participate in or lead project work teams to develop, implement, or improve building decarbonization programs and projects. Analyze, evaluate, design, and implement electric generation system models. Provide support and technical assistance, conduct research and analysis, and coordinate and collaborate with others within the CEC and with other agencies. Conduct outreach, education, and presentations to decision makers,

stakeholders, and the public. Plan and conduct public workshops and outreach events to gather input from external stakeholders. Responsible for CEC reports and leading other CEC staff in carrying out program and project responsibilities.

- 20% **Decarbonization.** Perform complex technical and analytical work supporting the various building decarbonization efforts at the CEC and how they factor into alternative electric generation methods and fuels, including but not limited to, the implementation, analysis, and updating of program design, guidelines, and tools; comparison of building decarbonization to other alternatives, preparing reports on project, program, and technology issues and achievements; analyzing energy, economic, and/or environmental data to assess impact on greenhouse gas emission reductions, energy costs, and energy resiliency; and evaluating the economic consequences of generation costs to the electric utilities to low-income and underserved communities. Act as a technical subject matter expert and provide guidance and input to staff implementing projects and programs.
- 20% **Project Management.** Manage projects utilizing common project management principles, practices, and tools. Lead teams and collaborate with other branches within the division and other divisions within the CEC. Lead project management activities including solicitation development, grant and contract agreements, technical analysis and support, budget management, financial review, project schedules, progress reviews, project performance assessment, and benefits estimation.
- 10% **Policy Advisement.** Develop and provide policy recommendations to division management, CEC leadership, and commissioners regarding building decarbonization incentives and strategies. Maintain working knowledge of the current state of building decarbonization policy. Analyze and evaluate policy impacts of new technology development. Analyze and proposed legislation that may impact current RREDI initiatives and policy.
- 10% **Documents and Deliverables.** Independently or serve as project leader to develop and deliver written summaries, project reports, fact sheets, presentations, briefings, and other deliverables related to energy generation and building decarbonization to support energy planning, policy, and energy sector decision-making.
- 10% **Stakeholder Engagement.** Develop and foster relationships with program stakeholders, advocates, tribes, state government agencies, utilities, and the public. Develop and implement initiatives and projects that provide significant public benefits to California. Disseminate information on program activities to stakeholders and the public through written products, workshops, meetings, and other forums.

Marginal Duties

- 5% Perform other duties as required, consistent with the specifications of the classification.

Knowledge and Abilities

Knowledge of: California Public Resources Code pertaining to energy conservation and development; design and operation of existing electrical generating facilities (nuclear, coal, oil, combustion, and hydro), advanced electrical generating technologies; environmental and economic aspects of various fuel types; generation expansion modeling techniques and approaches; electricity system planning and operation; power system economics alternative generation technologies and environmental consequences of generation facility construction and operation.



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Ability to: Evaluate alternative generation methods; develop viable resource plans and supply mix strategies; analyze environmental and economic impacts; evaluate utility proposed resource plans for compatibility with electrical demand forecast; design and use mathematical modeling techniques for use in generation system planning; develop and present oral and written testimony in resource planning and environmental impacts; analyze energy and electricity data and develop technical information both orally and in writing; consult with and advise Office Managers, Division Administrators and Commissioners on a wide variety of electric generation system planning subject-matter areas; coordinate the work of others; act as a team or conference leader; departmental and State of California affirmative action and upward mobility programs and goals.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. 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:** _____