



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

Classification(s): Energy Commission Specialist I (TED)

Working Title: Energy Agreements Specialist

Position Number: 535-700-4184-001

Division/Branch or Office: Siting, Transmission and Environmental Protection Division / Program and Project Integration Unit

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Date Approved: July 30, 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 Integration Unit Supervisor, the Energy Commission Specialist I (ECS I) serves as part of interdisciplinary and/or interdivisional teams to independently plan and implement the Energy Commission's contracts, grants, and agreements. The ECS I works independently as a subject matter expert on complex contracts, grants and budgets and provides support and guidance for execution within the areas of the Power Plant Program and the Renewable Energy and Electricity Planning Program. The ECS I work independently and as part of a team to formulate and develop solutions to difficult and controversial issues on a wide range of projects. The ECS I may also develop and manage budgets, may work as a lead person over technical specialists, or may work on the more complex projects.

Essential Duties

30% **Project Development and Agreement Management:** Identifies, implements, organizes, and manages phases of sensitive and complex energy related technical and scientific projects and agreements with STEP partners. Develops work statements, budgets, schedules, and other aspects necessary to finalize agreements. Identifies technical and economic objectives that will

be used to determine project success. Fosters partnerships with project teams and in-depth fiscal reviews and projections to ensure projects meet technical and fiscal objectives. Reviews project progress reports, resolves project issues, and evaluates project progress. Reviews invoices and verify that agreement terms and conditions are met. When necessary, disputes and resolve invoice issues and initiates and conducts analyses. May be called upon to coordinate and/or support the efforts of other analysts or researchers on other energy projects.

- 30% **Work Authorization Management.** Serves as project lead for contract authorizations, including coordinating and preparing work authorization documents, tracking work authorizations and contract budgets and funding sources, preparing and processing contract amendments, reviewing and approving deliverables, monitoring work and progress, providing feedback, and reviewing and approving invoices.
- 10% **Project Presentation:** Prepare and present materials for briefings and business meetings regarding Commission projects, programs, and policies with staff, project applicants, the utilities, governmental agencies, private organizations, tribal representatives, and the public.
- 10% **Stakeholder Engagement:** Coordinate and work with federal, tribal, state, regional and local governments; environmental organizations and universities; special interest groups; and members of the general public to enhance engagement. Provides consultation, obtains feedback, and develops recommendations to improve the Energy Commission's STEP programs.
- 10% **Technical Assessments:** Identify, describe, and analyze the more complex issues related to contract and grant agreements pertaining to electrical energy production and transmission facilities, alternative energy technologies, energy research and development, and other Commission programs and policies. This includes the preparation of sections of budgets and analyses and Commission reports.

Marginal Duties

- 10% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: A wide range of energy technologies and associated deployment and use issues; energy supply and demand forecasts and analytic methodologies, energy policy issues affecting or resulting from energy technology development, and energy project management techniques; California Public Resource Code pertaining to energy resources conservation and development; principles of physical sciences and engineering involved in energy resource development, conversion, distribution, and conservation; principles of econometric and end-use energy demand forecasting; energy sources and use within the California economy; principles of engineering



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economics, financial analysis, and economic theory as it pertains to energy supply and demand; energy technology costs and cost-accounting methods; recent research and development projects related to the use of petroleum, natural gas, biomass and other synthetic fuels; energy technology environmental impacts, including emissions, waste streams, volumes and characteristics; energy technology public health impacts, air quality impacts and risk analysis; general provisions of social and economic implications of geothermal, solar, wind and other renewable energy development, technology and fuel demonstrations, resource planning and facility construction; recent research and development projects in electrical, nuclear, geothermal, and other energy sources and their related fuels and technologies; Federal and State energy policy; and decision theory, probabilistic risk assessment, and techniques of comparative evaluation, and Federal, State and local government, utilities and private agencies in energy research and regulation.

Ability to: Reason logically and creatively, evaluate and apply a variety of analytical and research methods for the purpose of systematic, critical, and thorough analysis of energy problems or prospective issues leading to formulation, testing, or revision of State and/or Federal energy policies; utilize available computer systems for data base and/or computational applications; manage contracts; analyze energy data and present ideas and information effectively both orally and in writing; communicate in both written and oral formats; prepare and give testimony in planning and regulatory proceedings; develop and use complex computer programs and analytic models; develop and evaluate fuel alternatives; gain and maintain the confidence and cooperation of those contacted during the course of work; evaluate and quantify the effect of research, development and demonstration programs on energy systems; analyze situations accurately and take effective actions, and act independently within the guidelines set forth by the Commission; present ideas and analysis cogently and effectively; and consult with and advise other staff management, Commissioners, or others on the relative merits of specific energy technologies and the impact of various energy policies.

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): David Gordon _____

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