



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

Classification(s): Electric Generation System Program Specialist II

Working Title: Senior Transportation Electrification Specialist

Position Number: 535-330-4848-001

Division/Branch: Energy Research and Development/Energy Systems & Transportation

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Date Approved: July 27, 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 Supervisor of the Transportation Unit, the incumbent is identified as the most highly skilled practitioner who serves as a prime resource and innovator in the subject matter of electric generation systems. The Electric Generation System Program Specialist II (EGSPS II) independently performs the most difficult and complex tasks related to research, planning, and policy development for alternative electric generation, transmission, and distribution systems with a focus on supporting transportation electrification and leveraging electric vehicles as grid resources. This may include technologies such as managed charging, dynamic load management, bidirectional charging, and other innovative methods to integrate electric vehicles with the electricity grid to achieve beneficial outcomes. The EGSPS II provides technical leadership in the planning, development, and implementation of the California Energy Commission's (CEC) research, development, demonstration, and deployment (RDD&D) and other activities related to transportation electrification, vehicle-grid integration, and zero-emission vehicles and infrastructure; conducts complex analyses including program impacts on technology adoption and policy advancement; and evaluates new technologies and their relationships with electric grid systems. The EGSPS II serves as a subject matter expert with a high degree of knowledge, skill, and expertise beyond the EGSPS I level, conducting the most complex technical and techno-economic analyses of new energy technologies and systems; informs decision-makers on strategies for achieving the state's energy goals; and fosters governmental and private sector collaboration.

Essential Duties

- 25% **Research Portfolio Development and Project Management:** Serve as the lead technical coordinator and prime resource to guide and inform RDD&D portfolio planning and conduct the most sensitive and highly complex project management activities to advance transportation electrification and vehicle-grid integration related technologies and policies. Support strategic planning related to the CEC's transportation electrification and vehicle-grid integration RDD&D portfolio and ensures alignment of investments with program and policy priorities. Designs and implements solicitations and strategic funding initiatives. Conduct advanced technical and market analyses and consults with internal and external subject matter experts to inform program development and implementation. Develop and manage the most complex and technically challenging projects, including maintaining project oversight and coordinating closely with recipients and other relevant parties to resolve issues that may impact project scope, schedule, or budget, to ensure timely delivery of high-quality work products and successful project outcomes.
- 25% **Analysis:** Serve as prime resource and innovator for the planning, organization, and conduct of the most complex engineering, statistical, and economic analyses of vehicle-grid integration technologies and policy frameworks; codes, standards, and practices governing deployment and operation of electric vehicle charging infrastructure and related electrical and communications systems; electric grid planning processes and operations; and program, technology, and policy impacts on transportation electrification. Develop and operationalize complex impact assessment frameworks to measure benefits of RDD&D programs, including effects on electric generation, transmission, and distribution systems, and inform investment planning, solicitation development, and project selection. Work with a wide variety of technical analysts, engineers, and subject matter experts to facilitate development of effective analyses, studies, reports, findings, and recommendations that address key concerns and emerging issues. Conduct project planning, management, and communication for analytical tasks. Track and report project progress; identify barriers, tradeoffs, and limitations; and suggest alternative methodologies and adjustments as needed.
- 15% **Advisement:** Advise division and agency leadership, Commissioners, legislative bodies, and relevant parties on topics related to electric generation, transmission, and distribution systems, transportation electrification, and vehicle-grid integration to inform RDD&D investment planning, policymaking, and energy sector decision-making. Maintain expert knowledge of relevant laws, regulations, decisions, and trends for new and emerging energy policies and technologies, and their effects on electric generation, transmission, and distribution systems, transportation electrification, and vehicle-grid integration. Analyze and evaluate policy impacts of new technology development. Analyze proposed legislation, regulations, and other policy actions that may impact division policies and programs.
- 10% **Market and Technology Transfer:** Develop strategies and tools to facilitate the progression of energy technologies into the market, including through market pull policies such as rebates, codes and standards, and public procurement. Evaluate the economic consequences of electric generation, transmission, and distribution costs to the electric utilities and members of the public. Foster collaborations with other CEC divisions, government agencies, utilities, and private industry to enable market adoption of emerging energy technologies through technical innovations and policy advancements.
- 10% **Deliverables:** Produce high-quality, timely, and accessible deliverables, including written products, briefings, presentations, and other communications, leveraging subject matter



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expertise in transportation electrification and vehicle-grid integration. Contribute to the development of investment plans, annual reports, integrated energy policy reports, and other agency deliverables. Lead preparation of staff white papers to explain complex issues, share RDD&D portfolio outcomes with policymakers and the public, present technically sound data and analysis, and recommend actions to achieve beneficial outcomes.

- 10% **Coordination and Outreach:** Monitor and independently participate in and present complex technical information at meetings, working groups, briefings, workshops, hearings, or events. Develop, review, and deliver talking points and program information addressing complex technical and policy areas. Attend and participate in webinars and workshops; review papers, proposals, and comments; and lead engagement with other agency staff and external parties as appropriate. Provide briefings and updates to branch and division management, Commissioners, and other internal parties on various proceedings, the decisions being made, and the impact those decisions could have on new and existing programs.

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): Peter Chen

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