



State of California  
California Energy Commission  
**DUTY STATEMENT**  
CEC-004 (Revised 5/2023)

**Classification:** Electric Generation System Specialist I

**Working Title:** Zero-Emission Vehicle Infrastructure Regulation Expert

**Position Number:** 535-620-4841-9XX

**Division/Branch:** Fuels and Transportation Division / Strategy, Equity, and Economic Benefits  
Branch / Regulations and Legislative Unit

**Collective Bargaining Identifier (CBID):** R09

**Work Week Group (WWG):** 2

**Date Approved:** 8/25/2026

**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 Project and Program Supervisor in the Regulations and Legislative Unit under the Strategy, Equity, and Economics Branch, of the Fuels and Transportation Division, the Zero-Emission Vehicle Infrastructure Regulation Expert will serve as a regulatory lead for Fuels and Transportation Division rulemakings. The Strategy, Equity, and Economics Benefits Branch has primary responsibility of developing zero-emission vehicle infrastructure regulations. The incumbent will lead the information phase of regulatory proceedings and will be responsible for the rulemaking phase. The Zero-Emission Vehicle Infrastructure Regulation Expert will also contribute to implementing regulations and will support additional Fuels and Transportation Division activities including market research, solicitation design, public outreach, and stakeholder consultation. 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. The incumbent will serve as a knowledgeable resource on zero-emission vehicle infrastructure, regulations, and analysis.

### Essential Duties

35% **Manage Rulemakings:** Lead regulatory rulemakings related to vehicle-grid integration technologies, including the pre-rulemaking phase, rulemaking phase, and any associated tasks. Implement project management best practices and activities. Work closely with other Fuels and Transportation Division Branches and other Commission offices to develop rulemaking concepts and documents. Prepare detailed rulemaking documents and forms with

input from subject matter experts, management, policy leaders, attorneys, and others; and manage Administrative Law public rulemaking directed by the Commissioner. Communicate concepts to leadership and secure approval.

- 25% **Regulatory and Guidance Development:** Serve as a team lead in the development and deployment of regulatory and guidance documents for the implementation of vehicle-grid integration technologies and regulations in conjunction with other state agencies, and other affected stakeholders. Serve as team lead in the development and deployment of infrastructure for alternative fuel vehicles, managing economic incentives to stimulate vehicle and infrastructure purchases, organizing technical assistance consultations, and participating in meetings with infrastructure, vehicle, engine, and component part manufacturers to accelerate and expand the introduction of alternative fuel vehicles in California.
- 15% **Technical Assessments of Zero-Emission Fuels and Vehicles:** Perform technical work related to emission and greenhouse gas reduction strategies, using scientific principles to identify gaps and needs of underrepresented communities and individuals. Analyze current technical literature and technical vehicle air pollutant emissions data; report findings and make recommendations to management and impacted stakeholders both verbally and in writing. Develop solicitations and projects, based on those findings, to meet program goals for the development of alternative fuels and transportation energy technologies that transform California's fuel and vehicle types to help attain the state's climate change policies and greenhouse gas emission reduction.
- 15% **Reporting and Assessing:** Independently prepare and finalize clear and accurate technical reports, issue papers, legislation analysis and regulatory documentation. Oversee the development of market assessment reports to evaluate fuel use penetration, market niche early adopters, funding gaps, business and workforce trends, and other factors that stimulate and impact the development, consumption, and use of alternative fuels in California. Research and report on the state-of-the-art (technology and cost) for alternative fuels and fueling infrastructure, including hydrogen, electric vehicles, and other technologies.
- 5% **Workshop Design and Implementation:** Design and facilitate workshops in alternative fuels, vehicles, and infrastructure, and/or workforce development and training to present findings. Provide briefings to Division management, Executive Office and the Lead Commissioner.

### **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):** Taylor Marvin \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_