



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

Classification: Research Data Specialist III

Working Title: Petroleum Economist

Position Number: 535-860-5770-001

Division/Branch: Energy Assessments/Fuels Analysis – Transportation Fuels Data Analysis Unit

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): E

Effective Date: August 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 Program and Project Supervisor in the Transportation Fuels Data Analysis Unit within the Energy Assessments Division (EAD), the incumbent performs at the advisor level and serves as a top subject matter expert on petroleum markets and downstream refinery operations with a high degree of independence, initiative, and judgment. The incumbent serves as a most highly skilled practitioner and innovator conducting research and analysis supporting EAD's responsibilities to evaluate and monitor transportation fuel markets, refinery operations and economics, refiner margins, inventory, refinery maintenance and resupply, crude oil and transportation fuel supply, imports, pipelines, and related infrastructure. The incumbent will work on high-profile projects supporting implementation of Senate Bill X1-2, Assembly Bill X2-1, Senate Bill 237, Senate Bill 767, and other transportation fuels initiatives. The incumbent independently conducts the most complex economic, market, and operational analyses requiring highly specialized expertise and a diverse set of skills. As a top subject matter expert, the incumbent is responsible for independently organizing and conducting highly complex analyses of refinery economics, supply reliability, market conditions, and infrastructure constraints and may serve as a liaison for divisions, units, state agencies, industry stakeholders, and other partners.

Essential Duties

30% **Project Management.** Serves as a senior advisor and special projects coordinator for CEC and office-wide efforts to compile, organize, analyze, and manage information supporting transportation fuel market and refinery initiatives, including Assembly Bill X2-1, Senate Bill X1-2, Senate Bill 237, and Senate Bill 767. Projects may include refinery maintenance and resupply planning; refinery inventories and supply adequacy; refining margins and market economics; crude oil and transportation fuel imports; refinery feedstock requirements; crude oil pipeline flows and operating constraints; and infrastructure conditions that may affect refinery operations or

transportation fuel supply. Works closely with EAD management to ensure project scope and direction align with statutory requirements, policy goals, and leadership direction, that analytical products are accurate and meet quality standards, and that appropriate staff and partner agencies are engaged. Demonstrates effective leadership and project management principles to monitor progress, oversee deliverables and outcomes, and coordinate complex multidisciplinary efforts. Utilizes systematic, critical, and analytical approaches to data collection, querying, economic analysis, and downstream petroleum market research to support current and future CEC energy studies and policy initiatives.

- 30% **Technical Lead.** Serves as a highly skilled economic specialist and top subject matter expert using novel processes, methods, and techniques to design and manage assessments related to transportation fuels markets, refining margins, and penalty structures, as determined by EAD management. Plans, designs, and implements major, complicated research and statistical projects including assessments of economic and non-energy benefits and impacts of enforcing a refining margin and penalty. Provides expert guidance on difficult data analysis issues to demonstrate to top administration how these products can be improved and made more effective in support of EAD's determination of the necessity of a maximum refining margin and penalty. Follows policy guidance to develop and implement methods to integrate and analyze multiple datasets to produce results and ensure information needs are met. Identifies relationships and trends in key metrics such as accuracy, reliability, replicability, scalability, and usability, and provides expert consultation services in data analysis. Leads the development of reports and presentations on transportation fuel markets suitable for a wide range of stakeholders with and without economic backgrounds.
- 30% **Consultation and Collaboration.** Provides expert consultative services on the feasibility and potential impact of energy research projects on topics related to transportation fuel markets, and economic and non-energy benefits and impacts of a refining margin and penalty. Performs the most complex and formal research, conducts comparative analysis and reporting, and works closely with EAD, other divisions, and state partners to execute complex research studies.

Marginal Duties

- 10% Performs 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. Work hours beyond the eight-hour workday or forty-hour workweek may at times be required. 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): Alex Haworth _____

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