



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

Classification: Electric Generation System Program Specialist I

Working Title: Energy Equity Indicators Lead

Position Number: 535-840-4847-003

Division/Branch or Office: Energy Assessments/Data Analytics, Modernization and Emergency
Branch – Consumption Data Analytics Unit

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): E

Date Approved: [HR Only]

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 Consumption Data Analytics Unit within Energy Assessments Division (EAD), the incumbent independently leads and performs the most difficult and complex engineering, economic, policy analysis relating to Energy Equity Indicators to assess such areas as energy burden, affordability, reliability, and identify underserved communities. In addition, the incumbent, in regard to Assembly Bill 3264 (AB 3264), will assess, track, and analyze metrics such as total annual energy costs paid by residential households in California. This position will also coordinate with other equity efforts in other parts of EAD, including the Advanced Electrification Analysis Branch, which has primary responsibility of forecasting and assessing new or otherwise advanced electrification and efficiency technologies, and the Electric Resources Analysis Branch, which has primary responsibility to build equity metrics into future resource modeling. The incumbent serves as one of EAD's leads, specifically for Energy Equity Indicators, for California Energy Commission's (CEC) role in assisting the state in the analysis of strategies and options for transitioning California's energy planning to be inclusive of equity, such as energy affordability, reliability and burden to achieve the goals of the Justice Access Equity Diversity

Inclusion (JAEDI) framework. As a subject matter expert, the incumbent utilizes a background in scenario modeling, data development, and equity metrics, to provide expert consultative services on the feasibility, impact, or potential of a variety of operations, projects, or proposals. These assignments require a high degree of knowledge, expertise, and skill beyond the journey level, and knowledge of energy infrastructure such as transmission and distribution planning, EV transportation infrastructure, demographics, and equity analytics. Experience developing visualizations and datasets primarily in ArcGIS, in addition to other visualizations platforms, will be a key function of the position. The incumbent works with management to implement strategy and with staff to develop work products and information that are accurate, objective, timely, and useful in meeting the CEC's mission. The incumbent provides mentoring to junior staff to develop technical expertise.

The EAD assesses California's electricity, natural gas, petroleum, and transportation systems and trends to provide information to the state's decision makers and the public. These assessments inform the development, and implementation, of energy policies that balance the need for adequate resources with economic, public health, safety, and environmental goals. The Data Analytics, Modernization, and Emergency Branch (DAMEB) has primary responsibility of developing, collecting, analyzing, and reporting on energy industry data. DAMEB provides essential statistics and facts used to assess and develop energy policy, including generation, consumption, and refinery and petroleum supply data. DAMEB is responsible for implementing EAD's data strategy, using the latest data science tools and methodologies to inform stakeholders of relevant insights and developments.

Essential Duties

- 30% **Modeling:** Define data needs and modeling assumptions. Work with EAD staff and external partners to gather relevant data. Manipulate and analyze large sets of energy data to be used in engineering, statistical, and mathematical modeling by employing engineering algorithms, or econometric modeling and statistics to ensure accuracy and reasonableness of inputs and results. Lead work in expanding the technical capabilities and recommending analytical improvements for Energy Equity Indicators and AB 3264. The incumbent will require knowledge in measuring equity in the energy field, understanding of demographics, electricity transmission and distribution, transportation costs and EV infrastructure, experience conducting statistical analysis, developing methodologies, and experience using Python.
- 30% **Technical Analysis and Reporting:** Serve as a lead on the development of technical analysis and reports. Act as subject matter expert on Energy Equity Indicators and AB 3264,



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developing technical materials and making policy recommendations to address key concerns and emerging issues. Utilize existing technical analyses, policy reports, market analytics, and studies developed for specific projects. Synthesize and communicate complicated information in a simple consumer-friendly manner. Develop visualizations and datasets primarily in ArcGIS and other visualizations platforms as directed by EAD leadership. Prepare reports, testify at hearings, and make presentations to staff, management, and the public on issues associated with Energy Equity Indicators and AB 3264. Review written materials and provide expert feedback.

- 15% **Interagency Representation:** Act as the primary EAD representative in interagency activities, communicating objective findings from technically complex analyses to decision-makers, other government agencies, and the public to support the CEC in its role as the state's primary energy planning agency. Develop oral and written presentations and reports on Energy Equity Indicators and AB 3264, the incumbent will be responsible for conducting outreach, establishing relationships, incorporating input and feedback for workshops and interagency planning forums, including explaining the results of complex technical analysis to CEC executive management and other stakeholders as well as the general public.
- 15% **Coordination and Outreach:** Monitor and, as requested by management, participate and/or present at business meetings, tribal roundtables, and other outside agency proceedings and activities identified by management. Attend webinars and workshops; review papers, proposals, and comments; and engage with other agency staff and other participants as appropriate. Provide briefings and updates to the EAD, other divisions, the Executive Office, and Commissioners on various proceedings, the decisions being made, and the impact those decisions could have on Energy Equity Indicators and AB 3264.

Marginal Duties

- 10% 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. 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): Hilary Eddlemon

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