



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

Classification(s): Electric Generation System Program Specialist I

Working Title: Senior Project Manager

Position Number: 535-760-4847-001

Division/Branch or Office: Siting, Transmission, and Environmental Protection / Siting and Environmental Branch

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: September 18, 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, the Electric Generation System Program Specialist I (EGSPS I) performs the most difficult assignments related to permitting electric generating and other facilities; provides technical leadership in the planning and implementation of the California Energy Commission's (CEC) power plant licensing programs; develops and analyzes alternatives to current generation methods, evaluates new generation technologies and their environmental consequences to meet the state's clean energy goals. The incumbent serves as a subject matter expert with a high degree of knowledge, skill, and expertise beyond the journey level, performing duties not assigned to an Electric Generation System Specialist I on a regular basis, managing the most complex technical assessments of new energy facilities and fosters governmental and private sector collaboration. The incumbent works with staff to develop work products and information that are accurate, objective, timely, and useful in meeting division objectives and the CEC's mission. The incumbent may serve as a project lead over other technical and analytic staff and provide coaching and mentoring to staff to develop technical and organizational expertise.

Essential Duties

30% **Project Management:** Serves as the lead technical coordinator on staff assessments for power plant permitting application, working with a wide variety of technical analysts and experts and facilitate effective project planning, management, and communication. Directs the preparation and processing of high-quality, timely, and accessible reports and documents in accordance with the California Environmental Quality Act and the Warren-Alquist Act. Leads project management activities, including conducting technical analysis and providing support,

tracking project progress, identifying barriers and limitations, suggesting project and schedule alternatives and adjustments, reporting on progress, and recommending adjustments as needed.

- 25% **Deliverables and Dissemination of Technical Knowledge:** Performs the most complex analyses related to energy facility licensing, exemption and compliance, electric generation resource planning, electric transmission corridor planning, energy conservation, energy technology development, and energy policy and planning. Responsibilities include identifying environmental impacts, evaluating alternatives, and developing mitigation measures. Produces and presents written deliverables, including technical reports, policy briefs, and presentations. Synthesizes complex data into actionable recommendations and technically sound conclusions. May present oral testimony as a subject matter expert at evidentiary hearings.
- 20% **Technical Assessments:** Independently advise CEC management on the most complex energy and environmental issues, including energy facility siting plans, agreements, or contracts prepared by federal, state, and local agencies; adoption, rescission, or modification of environmental or energy-oriented legislation, ordinances, or regulations; and new policies proposed by the CEC or other agencies. Ensures a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over team member work products and ensures timely completion of reports and documents. This duty consists of ensuring that work products are coordinated and integrated with other technical disciplines, consistent with division and CEC policies and objectives, technically accurate, and appropriate for the intended audience.
- 10% **Stakeholder Engagement:** Represents the division and CEC at workshops and meetings with project applicants, government agencies, California Native American tribes, interest groups, and the public. Develops and presents technical information and provides expert consultation on electric generation systems and facility siting.
- 10% **Research:** Conducts scientific research and technical evaluations on emerging electric generation technologies and other new energy systems. Analyzes potential environmental, economic, and operational impacts. Evaluates proposed policies, legislative changes, and new regulations related to energy facility siting and permitting. Supports energy policy development and technology assessment efforts to align with California's clean energy and grid reliability goals.

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



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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): Eric Knight _____

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