



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

Classification: Electric Generation System Specialist I

Working Title: Natural Gas Data and Analytics Specialist

Position Number: 535-860-4841-007

Division/Branch: Energy Assessments/Fuels Analysis Branch – Natural Gas Unit

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: October 13, 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 a Program and Project Supervisor in the Natural Gas Unit within the Energy Assessments Division (EAD), the incumbent independently performs at the full journeyman level varied, complex, technical, and analytical work on the topics of the natural gas system and markets, as well as the use of natural gas for electricity generation and other applications. This includes natural gas decarbonization, reducing California's dependence on natural gas as an electricity generation fuel, and market trends (status of natural gas prices, infrastructure, production, and supply).

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 Fuels Analysis Branch has primary responsibility of evaluating alternatives for the state to transition away from fossil fuels. The Natural Gas Unit is responsible for the modeling of the gas utilities' natural gas systems to better understand the infrastructure and impact on electricity reliability.

Essential Duties

35% **Energy Modeling:** Develops, maintains, and improves analytical tools and methodologies applying sound statistics, economic, and engineering principles to analyze natural gas, as an electricity generation fuel and in other end uses, including its price and rates modeling results, using databases, excel spreadsheets, and other software and analytical tools. Creates and

maintains documentation on the functionality and use of the analytical tools, ensuring other staff and stakeholders can use the tools to duplicate analyses performed.

- 30% **Technical Analysis and Reporting:** Serves as a subject matter expert on natural gas demand, supply, decarbonization, and/or market trends and prices in California, North America, and worldwide, with a specific focus on its use as an electricity generation fuel in California and how trends may affect electricity reliability. Develops technical materials and makes policy recommendations to address key concerns and emerging issues. Utilizes existing technical analyses, policy reports, market analytics, and studies developed for specific projects. Synthesizes and communicates complicated information in a simple consumer-friendly manner. Prepares reports, testifies at hearings, and makes presentations to staff, management, and the public on issues associated with natural gas. Reviews written materials and provides expert feedback.
- 20% **Program Support:** Participates in or leads project work teams needed to execute programs and projects, and coordinates team efforts. Implements or advances data analysis and visualizations of market trend data for display in technical and policy reports and dashboards. Assesses or tracks electric generation, distributed generation, and fossil gas proceedings. Provides support and technical assistance, conducts research and analysis, coordinates and leverages natural gas planning efforts within CEC and with other agencies; provides outreach, education, and presentations to decision makers, stakeholders, and the public. Plans and conducts public workshops and outreach events to gather input from external stakeholders from around the state. May be responsible for CEC reports and may lead other Fuels Analysis Branch staff in carrying out project responsibilities.
- 10% **Coordination and Outreach:** Monitors and, as requested by management, participates in agency proceedings and activities identified by management. Attends webinars and workshops. Review papers, proposals, and comments. Engages with agency staff and other participants as appropriate. Provides 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 fossil gas. Additionally, monitors fossil gas-related decisions and legislation at a federal level, as well as worldwide events, to understand possible impacts to the California gas market.

Marginal Duties

- 5% 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. Work hours above the eight-hour workday or forty-hour workweek may at times be required. Regular and



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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): Rachel Kuykendall

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