



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

Classification(s): Electric Generation Service Specialist I

Working Title: Energy Policy Specialist

Position Number: 535-160-4841-001

Division/Branch or Office: Office of Governmental and International Affairs

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: September 10, 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 Director, the incumbent will be responsible for coordinating the analysis of legislation by Commission subject matter experts, policy makers and legal staff; evaluating policy proposals to promote new electric generation, storage and transmission technologies; analyzing alternatives to current policies impacting energy generation; providing recommendations to the Commission for the creation and adoption of Commission policies regarding the construction and operation of generation facilities; preparing legislative testimony for Commission leadership; and independently communicating Commission positions and concerns in discussions with legislative staff, at the full journey level.

Essential Duties

35% Project Lead: Coordinate the analysis of policy proposals and legislation by a wide variety of subject matter experts, policy makers and legal staff across the Commission. Identify bills impacting Commission programs and policies concerning existing and novel electric generation methods and

fuel and lead cross-division evaluation and response. Monitor the progress of legislation, revising analyses and updating Commission policymakers as bills are amended.

25% Technical Analysis: Serve as a technical subject matter expert on California policies and legislation regarding energy generation, storage and transmission. Research, synthesize, and evaluate the consequences of legislation and prepare Commission responses, including developing a recommended position for the California Natural Resources Agency and the Governor's Office. Review recently passed legislation to determine if new or revised regulations are required to effectuate implementation.

20% Advising: Provide comprehensive, accurate and concise briefings on complex policy considerations for Commissioners, Division Directors and staff. Make recommendations to Commission leadership on the creation and adoption of statewide policies that directly impact the construction and operation of generation, storage and transmission facilities and infrastructure, taking into consideration the Governor and Commissioners' policy preferences and the broader political environment.

15% Advocacy: Represent the Commission's position on legislation to legislative and committee staff. Duties include preparation of formal correspondence with the legislature, representing the commission's interests before legislative and committee staff, and drafting testimony for Commissioners and commission representatives at legislative hearings. Respond to external inquiries and requests for information. This includes responding to constituents of legislators, updating the Legislature on Commission programs and preparing Office of Governmental and International Affairs reports. Synthesizes and communicates complicated information in a simple consumer-friendly manner.

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.



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

Regular and consistent attendance is essential to successful performance. This position is office-based, which means the incumbent works more than 50 percent of their time from the office headquarters.

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): _____

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