State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 5/2023)

Classification: Energy Analyst

Working Title: Energy Analyst – Special Projects

Position Number: 535-430-5837-950

Division/Branch: Efficiency/Building Standards

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): 2

Date Approved: October 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 supervision of the Program and Project Supervisor of the Outreach and Education Unit of the Building Standards Branch of the Efficiency Division, the incumbent is responsible for work of average difficulty in a wide variety of consultative and analytical energy assignments related to the state's building energy codes and Assembly Bill (AB) 368 (2025-2026) requiring the Energy Commission to submit a report to the Legislature regarding passive house energy standards. This unit has primary responsibility of developing and providing educational resources, trainings, technical assistance, and outreach for single-family, nonresidential, and multifamily building projects to increase compliance with the California Energy Code (Title 24, Part 6), Acceptance Test Technician Certification Provider (ATTCP) Program, and Energy Code Compliance (ECC) Program regulations.

Essential Duties

30% **Energy Analysis.** Assist and support lead staff and supervisor by conducting research, analyses, and evaluation of building energy efficiency and building decarbonization strategies generally, and specifically on passive house energy standards. Support development of reports, technical assessments, and other analytical products. Support responding to inquiries from the Legislature, and other bodies, regarding current and proposed efficiency standards, tracking emerging trends, technologies, and best practices in building energy efficiency and building decarbonization to support ongoing policy and program development.

30% **Documents and Deliverables.** Assist in the preparation of policy, economic, and technical analyses, recommendations, and reports to support projects related to the state's building energy codes, particularly in response to requests from the Legislature.

30% **Outreach and Education.** Assist with projects to develop educational and training resources and tools used to facilitate compliance with and increase industry knowledge of the California Energy Code, Acceptance Test Technician Certification Provider (ATTCP) Program, and Energy Code Compliance (ECC) Program regulations. Develop, review, and edit content for fact sheets, guides, Frequently Asked Questions (FAQs) etc., using Adobe InDesign® software. Work exhibitor booths and participate in speaker panels as an Energy Commission representative at conferences, workshops, and other outreach and education events. Note: This job requires ~10 percent travel.

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. 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.

Jordan Garbayo (Print): _____

Jordan Garbayo's Signature:_____ **Date**: _____