State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 5/2023)

Classification: Energy Commission Specialist II

Working Title: BUILD Program Specialist

Position Number: 535-530-4185-005

Division/Section/Branch: Reliability, Renewable Energy & Decarbonization Incentives/ Building Decarbonization / Building Decarbonization and Schools Programs

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Date Approved: November 4, 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 Electric Generation System Specialist III (Supervisory) of the Building Initiative for Low-Emissions Development (BUILD) Unit of the Building Decarbonization and Schools Programs Branch of the Reliability, Renewable Energy & Decarbonization Incentives (RREDI) Division, the incumbent will provide expert guidance on highly complex and technical problems; and provide expert consultation services within their area of expertise in the field of building decarbonization and contract management in support of the BUILD Program. The incumbent will serve as a lead program planning and program implementation specialist, and perform sensitive and complex analyses requiring a high degree of judgment and technical knowledge, and will have responsibility for projects requiring coordination of several staff inside and outside of the California Energy Commission (CEC). Projects led by the incumbent are critical to the mission of the CEC, addressing broad national issues such as global climate change.

Essential Duties

20% **Claim & Loan Payment Processing.** Review the most difficult documentation submitted to pay claims or to identify deficiencies for BUILD incentive applicants; notify and work with participants to resolve the most difficult deficiencies related to claims payment. Maintain current information on program databases and workload tracking tools. Respond to the most difficult requests for assistance and information related to claims payment processing.

15% **Decarbonization.** Serve as prime resource and lead decarbonization activities targeting the built environment. Work with other agencies, professionals, and energy policy experts to increase understanding of barriers and contribute to identifying opportunities and pathways to increase decarbonization and energy efficiency. Develop, implement, and monitor new and existing programs. Act as the lead person in the implementation of projects and programs.

10% **Documents and Deliverables.** Serve as project leader in the preparation of staff reports or other deliverables to support new and existing programs. Prepare policy, economic, and technical analyses and recommendations; and contribute to reports. Develop written analyses, reports, presentations, and outreach, training, and education materials.

10% **Work Authorization Management.** Serve as project lead in management of contract work authorizations including coordination with the division's contract manager in preparation of work authorization documents, review and approval of deliverables, monitor and provide feedback on work progress, and review and approval of invoices.

10% **Outreach and Education.** Serve as subject matter expert to lead the development and delivery of educational and training resources and tools to facilitate program participation and compliance. Lead partnerships and engagements with program stakeholders. Develop, review, and deliver talking points and program information. Lead the developing, tracking, and reporting of program metrics. Lead web page content development and monitoring sites for program updates.

10% **Coordination and Collaboration.** Serve as subject matter expert in coordination and collaboration activities and program requirements with stakeholders, including, but not limited to, the energy industry, trade associations, utilities, advocates, tribes, the public, and other state, federal, and local agencies. Serve as project lead and participate in workshops, conferences, trainings, and outreach events. Respond to the most difficult stakeholder inquiries, including drafting responses, policy research, data queries, and coordination between stakeholders and staff.

10% **Regulations and Guidelines.** Serve as project lead on rulemaking and/or guidelines activities and logistics. Perform data gathering, research and analysis, document preparation, and administrative rulemaking tasks. Lead rulemaking and guidelines meetings, public workshops, and hearings.

10% **Application Processing.** Review the most difficult incentive applications for the BUILD Program and supporting documentation submitted to the CEC or its program administrator. Analyze and provide expert guidance and consultation on the most sensitive and complex applications to ensure accuracy, completeness, and consistency with program requirements; maintain documentation records; perform data validation checks; and correspond with applicants and other stakeholders regarding the status of the most difficult applications.

Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

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Knowledge and Abilities

Knowledge of: A variety of analytical and research techniques to resolve complex and policy sensitive issues and technical problems; significant trends and issues reported in the energy literature; theory and practice of utility planning and regulation, in general, and as implemented in California; energy efficiency, conservation, planning, forecasting and research methods including problem definition, data acquisition, and analytical techniques; and other Federal, State and local energy related environmental goals, policies and organizations.

Ability to: Coordinate the complex technical work of others, act as a team or conference leader to analyze the more technical and complex situations accurately and take effective action; establish and maintain project priorities; testify as subject matter expert (geothermal solar, wind and other renewable energy development, technology and fuel demonstrations, recent research and development projects in electrical, nuclear, geothermal, and other energy sources and their related fuels and technologies) before the Commission and other groups; and serve as the Commission's top adviser in such areas; effectively employ computer techniques for problems solving; and consult with and advise Office Managers, Division Administrators, Commissioners and other interested members of State energy community on a wide variety of energy forecasting, modeling and fuel-related issues and topics.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. 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.

Supervisor's Name (Print): Camille Remy Obad

Supervisor's Signature:_____ Date: _____