State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 4/2024)

Classification(s): Energy Analyst

Working Title: Energy Resilience Analyst

Position Number: 535-360-5837-950

Division/Branch: Energy Research and Development/Sustainability and Resilience

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): 2

Date Approved: November 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 supervision of the Supervisor of the Energy Resilience Unit, the Energy Analyst (EA) serves as part of an interdisciplinary team to assist in the planning and implementation of the California Energy Commission's (CEC) research, development, demonstration, and deployment programs. The EA conducts work of average difficulty on consultative and analytical assignments such as program planning, grant and contract management, grid technology assessments, information sharing, outreach and community engagement, events coordination, and project and program evaluation. The EA assists with a variety of analytical tasks in support of grid resilience and reliability deployment projects.

Essential Duties

35% **Project Development and Management:** Assists in the preparation and management of project scopes of work, budgets, schedules, and other elements of grant and/or contract agreements. Collaborates with project team and participates in meetings and site evaluations to ensure the project meets technical, fiscal, and other project objectives. Receives and reviews project progress reports, assists with resolution of project challenges, and prepares project evaluations. Reviews project invoices and verifies that all agreement terms and conditions were met before approving invoices. When necessary, disputes and resolves invoice issues and initiates and conducts analyses to support agreement amendments. Assists with briefings and/or presentations to CEC leadership and Commissioners on the status of projects.

25% **Technical Assessments:** Assists in assessing new and emerging energy technology innovations and scientific approaches for grid resilience and reliability deployment projects, among other areas. Assists in project proposal reviews, assessing the anticipated contribution to advancing energy technologies and scientific understanding, addressing market issues and needs, and meeting state goals and objectives.

15% **Research Results Dissemination:** Assists with activities to ensure key research findings, technology milestones, and project results are disseminated to policymakers, researchers, energy customers, investors, and other interested parties. Assists in the development and preparation of communications such as reports, fact sheets, brochures, annual program reports, and presentations and content for the CEC's website. Assists in briefing CEC leadership and Commissioners on the status of project and program issues and achievements.

10% **Outreach and Engagement:** Assists in coordinating focus groups, information gathering meetings, networking events, and public workshops to enhance engagement among diverse parties such as public representatives, utilities, community-based organizations, diverse businesses, entrepreneurs, and other government agencies. Assists in obtaining feedback and recommendations to improve research, development, demonstration, and deployment programs to advance energy affordability, reliability, and resilience. Assists in supporting partnerships and relationship building among community groups, project proponents, and technology developers.

5% **Program Planning:** Conducts analyses and develops program and policy recommendations for consideration by CEC leadership and Commissioners. Assists in analysis, assessment, and development of recommendations on program development and management.

Marginal Duties

5% **Public Information:** Assists in responding to requests for assistance and information from the public on programs and technologies relating to energy research, development, demonstration, and deployment in general and the branch's programs in particular.

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

Knowledge and Abilities

Knowledge of: Principles, practices, trends, and terminology of energy programs; governmental functions and organizations.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve energy problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing, consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

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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.

Supervisor's Name (Print): Alex Kovalick

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