State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 4/2024)

Classification(s): Analyst II

Working Title: Commission Agreement Officer

Position Number: 535-202-5393-953

Division/Branch or Office: Administrative and Financial Management Services Division / Financial Management Branch / Contracts, Grants, Loans, and Operations Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: November 5, 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 direction of the Supervisor I, the Commission Agreement Officer develops, enhances, and monitors procurement procedures, policies and operations. The incumbent performs the more complex, varied, and analytical assignments related to contract and grant administration, recipient compliance, and consultation on procurement activities performed within the California Energy Commission (CEC). Working independently on fiscal and program activities are an integral part of the analyst's responsibilities. The incumbent works on the planning, development, accounting, evaluation, award, fiscal compliance, and reporting of the contracts, grants, and loans programs.

Essential Duties

35% Coordinate the development and administration of the CEC's departmental contract program. Develop program policy to ensure the CEC's purchasing policies and procedures are consistent with current law, regulations, executive orders, and best practices. Serve as a liaison for questions from control agencies regarding department procurements.
Serve as a subject matter generalist to staff regarding contract administration and the

procurement of goods and services. Evaluate more complex contracts and solicitation documents to ensure conformance to CEC policy and compliance with Government Code, Public Contract Code, and the State Contract Manual. Consult with CEC employees, control agencies, and contractors or recipients regarding contract and grant agreement requirements, procedures, and policies. Enforce and follow CEC procedures for processing agreements including selecting applicable terms and conditions, routing through the appropriate offices and ensuring scheduling at an Energy Commission Business Meeting.

25% Independently administer, close out, and audit agreements, in coordination with CEC and other state agency program staff, administrative staff, and contractors or recipients. Independently develop, evaluate, and select alternatives which best solve complex contract, grant, or loan problems involving regulation requirements, program goals, terms and conditions, or payments.

15% Coordinate and administer the contractor or recipient selection process (solicitation), provide procedural guidance for solicitation workshops, and provide technical guidance for the selection committee. Interpret and enforce state solicitation requirements.

10% Interpret and enforce state and federal contract, grant, and loan rules, regulations, and guidelines. Assure compliance of terms and conditions with applicable state or federal requirements and make necessary or advisable conforming changes.

10% Independently develop reports to assist program staff with any phase of the contract, grant, or loan process. These reports include performance reports, budget revisions, and other documents required by the grantors or state control agencies. Independently analyze contract, grant, and loan program expenditures and fiscal management information reports for accuracy and consistency with contract or grant budget amounts, allowable cost standards, budget revisions, reporting provisions, and other financial management terms and conditions.

Marginal Duties

5% Prepare and coordinate federal and other grant applications, including the annual State Energy Program (SEP) plan. Perform other duties as required, consistent with the specifications of the classification.

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Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; and methods and techniques of effective communication and leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial 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; coordinate the work of others, act as a team leader; and appear before legislative and other committees.

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): _____

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