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

Classification(s): Analyst I

Working Title: Administration Analyst

Position Number: 535-600-5157-951

Division/Branch or Office: Fuels and Transportation Division/Administration Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date: 11/18/2026

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 I, in the Fuels and Transportation Division, the incumbent performs progressively more complex analytical and administrative assignments supporting Division operations, administrative compliance, public communications, and program coordination. The position is responsible not only for carrying out assigned operational functions, but also for independently evaluating processes, researching and resolving issues, identifying trends and recurring deficiencies and developing recommendations to improve Division practices. The incumbent applies State and Energy Commission requirements, exercises analytical judgment, and provides findings and recommendations to the Administration Supervisor to support informed decisions and continuous operational improvement.

Essential Duties

20% **Division Operations Analysis and Coordination:** Analyze and evaluate Division administrative operations to ensure compliance with State and Energy Commission requirements, identify operational deficiencies, and recommend improvements to established procedures and workflows. Review and reconcile Division timekeeping records, evaluate discrepancies and recurring compliance issues, and coordinate resolutions with staff and supervisors.

Evaluate Division administrative tracking systems, records, and procedures to identify inefficiencies, information gaps, and opportunities for process improvement. Develop and maintain tracking tools and desk guidance to support consistent practices, operational

continuity, and effective Division administration.

Serve as a Division point of contact for internal and external partners, coordinating leadership engagements and representing the Energy Commission within assigned responsibilities. Evaluate engagement objectives, competing priorities, and stakeholder needs; identify potential coordination challenges; and recommend approaches to support effective communication and Division priorities.

Review and remediate Division documents intended for internal and external publication to meet established accessibility requirements before submission to Contracts, Grants, and Loans (CGL) or WebWorks. Identify and correct accessibility deficiencies and coordinate with document owners to resolve outstanding issues.

20% **Public Inquiry Analysis and Coordination:** Independently research, analyze, and respond to Division-level inquiries received through FTD's public email account. Evaluate inquiries from funding recipients, stakeholders, and members of the public; interpret applicable program information, policies, and procedures; and develop accurate, substantive responses. Consult with Division subject-matter experts when specialized technical information is required.

Analyze inquiry trends, recurring concerns, and emerging issues to identify potential gaps in program guidance or public communications. Assess operational impacts and recommend improvements to strengthen consistency, efficiency, and responsiveness. Prepare summaries of significant findings, trends, and recommendations for the Administration Supervisor to inform Division leadership and support operational improvements.

15% **Training and Purchase Request System Coordination:** Coordinate staff training activities and manage Purchase Request System (PRS) processes. Track, analyze, and reconcile training and PSR expenditures; process reimbursements; and verify proper allocation of funds in accordance with approved budgets. Evaluate spending patterns, identify variances or anomalies to support accurate, data-informed reporting and budget planning.

10% **Travel Analysis and Compliance:** Review and analyze Division travel requests, reimbursement documentation, and related expenditures for accuracy, completeness, and compliance with State and Energy Commission requirements. Evaluate discrepancies, reconcile travel records, identify outstanding documentation, and coordinate corrective actions with travelers, supervisors, and the CEC Travel Unit.

Monitor reimbursement status and processing timelines, identify recurring issues or compliance concerns, and recommend improvements to the agency’s Travel Coordinator regarding procedures and tracking practices. Assess reimbursement packages for completeness and compliance, resolve outstanding deficiencies, and determine readiness for submission through CalATERS to facilitate accurate and timely reimbursement.

10% **Division Compliance Coordination:** Coordinate Division-wide compliance activities and

maintain accurate records for recurring administrative requirements, including mandatory training, employment agreements, leave reduction plans, and other assigned compliance activities. Establish and communicate timelines and requirements, track completion, identify outstanding or overdue actions, and follow up with staff and supervisors as needed. Analyze compliance status and provide updates and reports to the Administration Supervisor. Ensure finalized records are maintained and transferred for retention in accordance with established records management procedures.

10% **Web Support:** Assist with maintaining the Division's internal and external web content, including formatting, compliance with web standards, and coordinating updates with program staff and Information Technology (IT) as appropriate.

10% **Legislative Docketing and Workshop Coordination**
Coordinate the Division's legislative docketing activities by reviewing legislative materials, tracking submission requirements and deadlines, verifying documentation for accuracy and completeness, and maintaining organized legislative records. Identify discrepancies or outstanding requirements, coordinate corrections with appropriate staff, and monitor docketing activities to ensure timely and accurate submissions.

Provide analytical and coordination support for Division public workshops, including evaluating scheduling and logistical requirements, reviewing materials for completeness and consistency, coordinating with program staff and subject-matter experts, and identifying issues that may affect workshop readiness. Assess recurring coordination challenges and recommend improvements to workshop procedures and supporting processes.

Marginal Duties

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

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.

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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

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): Kimberly Crawford

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