

**STATE OF CALIFORNIA  
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
DUTY STATEMENT**

Employee Name	Classification Name AGPA	Position Number 016-232-5393-003
Division/Unit Energy and Environmental Services	Date	Incumbent Prior Pos # (if applicable) NA

**SUMMARY OF RESPONSIBILITIES**

Under the direction of the Staff Services Manager I, Energy and Environmental Services Division, Department of Community Services and Development, the incumbent will independently conduct complex technical analysis associated with energy-related policy and program design as part of the Climate Investment Unit (CIU) and is responsible for maintaining the effective administration of CSD's Low-Income Weatherization Program (LIWP) which features both energy efficiency and renewable energy offerings and encompasses both a Farmworker Component and Multi-Family component; the federal Low-Income Home Energy Assistance Program (LIHEAP) weatherization component; and Department of Energy Weatherization Assistance Program (DOE WAP). Using a variety of technical, communication, and analytical skills, the incumbent provides management assistance in programmatic planning, policy development, and support consistent with Federal and State laws, rules, and accepted departmental policies. Duties include, but are not limited to:

**DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- 40% Primarily the technical analyst will perform research on complex issues involving Federal and State laws and regulations, building code/design regulations, industry efficiency standards, and accepted standards for guiding field and weatherization installation practices. Gather, compile and interpret quantitative data related to energy programs. Provide consultation to management on evolving energy technical information, concepts, policy requirements and practical implementation strategies related to energy efficiency and renewable energy projects and programs. Collaborate with Department's training and technical contractor to lead technical development efforts for all energy efficiency programs as it relates to energy audits, weatherization installation standards and field policies. Participate in and perform staff work for the Weatherization Improvement Committee.
- 25% The incumbent will perform a variety of complex tasks in the development and management of various phases of Statewide LIWP for single-family and multi-family residential dwellings. Responsibilities include development of energy efficiency and renewable energy program guidelines, program design, and program policies that guide program implementation. Develop solicitation documents and assist in conducting bidders' conferences and responding to questions. Review and evaluate proposals and prepare the notice of proposed awards. Prepare and review program applications work statements, budgets, schedules, and other materials necessary to finalize contract agreements, and amendments. Review contractor's progress reports and prepare evaluations of the program components and individual projects; and review and approve invoices and track expenditures. Conduct independent and in-depth technical reviews of the work conducted by the contractor, identify deficiencies requiring corrective action, and ensure corrective actions are taken by the contractor. Conduct project site inspections which may require traveling or driving a vehicle to and from work locations to ensure the project meets technical, fiscal, and contractual objectives and provide technical assistance to overcome implementation barriers.

- 25% Gather, compile and interpret quantitative and qualitative data related to various energy programs. Provide technical analysis of complex issues involving Federal and state laws and regulations. Analyze technical issues and prepare written documents on research assignments to include measure and home energy savings, cost savings, greenhouse gas reductions, related project benefits and other identified research items.
- 10% Prepare materials for briefings and presentations to Executive Management, various low-income and program stakeholder groups and the public. This includes creating charts, tables, PowerPoint slides and other related materials. Perform other duties as required consistent with the specifications of this classification.

**Supervision Received:**

Incumbent receives supervision from the CIU/QAI Staff Services Manager I and may receive direction from the Assistant Deputy Director and Deputy Director of the Energy and Environmental Services Division.

**Supervision Exercised:**

None

**Administrative Responsibility:**

Adhere to all applicable Federal and State law and/or regulations related to contracts that include: Low-Income Weatherization Program, Low-Income Home Energy Assistance Program, and Department of Energy Weatherization Assistance Program. Also, adheres to departmental and unit policies and procedures.

**Personal Contacts:**

The incumbent is in daily contact with departmental management and program staff, CSD's contract network, and other Federal and State agency personnel.

**Actions and Consequences:**

Failure to comply with or assure compliance with applicable Federal or State law regulations, and other contract requirements may result in the loss of funding, ineffective services to contractors and the low-income population served.

**Performance Expectations:**

- Represent CSD in a positive and professional manner.
- Review and approve monthly expenditure reports timely and notify CIU Manager of issues resulting from review.
- Prepare ongoing assessment of energy funded providers and agencies by deadline established, and address performance concerns with CIU Manager to determine course of action.
- Develop a positive rapport with CSD's energy funded provider network.
- Plan and schedule to attend regularly scheduled Unit, Division, and Service Provider meetings.
- Travel to all areas of California as assigned.
- Coordinate on-site inspection visits effectively and within the required timelines as defined within the unit.
- Be a Team Player – Cooperate to achieve the department's mission, vision, goals by leading and actively contributing to intradepartmental project teams.
- Work cooperatively with Departmental staff.
- Work in close collaboration with the Energy Technical Staff, Information Technology Staff, and all other units of the Department.

**Characteristics:**

- Customer Service – Personifies CSD’s number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers, CSD’s management team reflects, understands and is sensitive to the diversity of the people we serve.

**Job Requirements:**

Travel to all areas of California up to 10% of the time and/or on an as needed basis.

- Possess a valid driver’s license.

Ability to perform the essential functions of the job with or without reasonable accommodations, including communicate effectively, comprehend, evaluate and follow written instructions, type and use personal computers.

**I have read and understand the duties assigned as described above.**

**YES**

**NO**

\_\_\_\_\_

\_\_\_\_\_

Can you perform the essential functions of the position with or without reasonable accommodation?  
**(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.)**

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature and Title

\_\_\_\_\_  
Date