



Classification: Associate Energy Specialist (TED)	Position No. 3200-4056-
CBID: R10	Office: Energy Systems Research
Date Prepared: October 2016	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the programs of the Energy Research and Development Division (ERDD). The goal of the ERDD program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable about smart grid technologies, integration of distributed energy resources and their impact on the transmission and distribution systems, and advanced distributed energy resources such as energy storage and renewable technologies. The incumbent performs responsible, varied and complex technical and analytical work to support public interest energy RD&D funding; manages RD&D projects; and consults with experts in the field. Duties are performed at the full journey level.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheets and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with staff from the Energy Commission and with other agencies.

DUTIES AND RESPONSIBILITIES

- 40% Contract Management. The incumbent oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews contractor's monthly progress reports and prepares an evaluation of the project; audits, processes and verifies invoices (and, if necessary, assist the contract officer in disputing a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Energy Commission management on the status of the project. (E)

- 20% Program Planning. As a member of a team, the incumbent will perform analyses relating to energy RD&D to be used in developing program and policy recommendations for consideration by Office and Division management, Executive Office, and Commissioners. The incumbent will prepare technical reports. The incumbent will brief Office, Division, and Commission management on the status of analysis of a variety of energy technology development topics. (E)



- 15% Solicitations. Lead and assist in Energy Technology Integration Systems' contract solicitations including developing solicitation business processes, preparing solicitation documents; preparing task activities and schedules; and reviewing and evaluating proposals. Activities will also include developing methodologies to focus solicitations on renewable related activities, developing and writing solicitation documents, assisting in conducting bidders' conferences, developing written summaries of evaluations prepared by consultants and state leads, and presenting proposed awards to management and Commissioners for approval. (E)
- 10% Technology Transfer. Organize, prepare and make presentations at workshops, seminars and conferences; write technical papers for professional journals and industry publications; provide expert testimony on technical problems relating to the Smart Grid program area at hearings and proceedings sponsored by the Legislature, the Energy Commission, other local and regional governments, state and federal agencies, utilities, and other entities related to Smart Grid RD&D. (E)
- 10% Public Information. The incumbent will respond to requests for assistance and information from project proponents and others interested in policy, programs and technologies relating to energy research, development and demonstration in general and the ERDD Program in particular. (M)
- 5% Other Duties. Other duties as required consistent with the specification of the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
_____ Incumbent Associate Energy Specialist (TED)	_____ Date
_____ Incumbent Energy Resources Specialist III (Supervisory)	_____ Date