



<b>Classification:</b> Energy Commission Specialist III (EFF)	<b>Position No.</b> 410-4937-002
<b>CBID:</b> R10	<b>Office:</b> Appliances and Existing Buildings
<b>Date Prepared:</b> March 10, 2015	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist III (EFF) is under the general direction of the Energy Resource Specialist III in the Appliances and Existing Buildings Office of the Efficiency Division. The incumbent will serve as the Energy Commission’s top subject-matter expert which requires the broadest and most advanced levels of expertise in the field of statewide energy efficiency programs and policy, integrating Commission energy efficiency policies and programs with other state agencies. The incumbent shall be responsible for leading and coordinating various existing buildings programs and proceedings; developing policy documents and legislative proposals; and for representing the Commission in collaborative processes.

**WORKING CONDITIONS:** The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-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, electronic mail, WebEx and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 30% Serve as the Commission’s policy specialist and primary liaison for the various existing buildings programs. Plan, organize, and direct the existing buildings program process, including pre-rulemaking and rulemaking processes consistent with the requirements of the Administrative Procedure Act. Lead and direct technical and program staff in analyzing complex, sensitive issues associated with the existing buildings programs. Summarize existing building issues, and present recommended actions to address them to division management, Executive Office and Commissioners. Manage and direct the development of work products resulting from recommendations by division management. (E)
- 30% Act as a policy and program subject matter expert to engage and work with stakeholders, including industry advocacy groups, and government agencies (federal, state, regional and local levels), to ensure their effective participation in the development of complete, thorough, and consistent standards and policies. (E)
- 20% As the policy consultant and in consultation with expert staff, division management, the Executive Office, Commissioners and legislative advisors, coordinate and develop policy and legislative recommendations. Direct technical and program staff in the development of policy and legislative recommendations related to existing buildings programs. (E)

**DUTY STATEMENT**



- 10% As policy expert for the Existing Buildings Unit, prepare and testify at Commission workshops and hearings or on behalf of the Commission before legislative bodies, governmental entities, and agencies on existing buildings issues. (E)
- 5% As policy expert for the Existing Buildings Unit, advise the Governor’s Office, Commissioners, executive management staff, legislative bodies, and governmental entities regarding policies, programs and technical issues. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Vacant</b> <span style="float: right;">Date</span> Energy Commission Specialist III (EFF)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Consuelo Martinez</b> <span style="float: right;">Date</span> Energy Resource Specialist III (Managerial)