

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Analyst	Position No. 420-5837-xxx
CBID: R10	Office: Existing Buildings and Compliance
Date Prepared: August 14, 2016	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Analyst is under the supervision of the Energy Resources Specialist III (Supervisory) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent performs work of average difficulty in a wide variety of consultative and analytical energy assignments in the Data and Analysis Unit supporting the Existing Buildings and Compliance Office's work, including the implementation of the Building Energy Efficiency Standards (Energy Standards) and increasing compliance with the Energy Standards. The incumbent will also provide support to other Offices in the Efficiency Division and other Energy Commission Divisions, consistent with the duties and responsibilities described below.

WORKING CONDITIONS: The work is typically performed in an indoor office and meeting room setting, involving sitting, standing, and walking, but may require occasional outdoor work to observe and/or evaluate energy using equipment and systems. Work area is well lighted and ventilation is adequate. The noise level may be high. 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 Energy Commission word processing, spreadsheets, electronic mail, WebEx, and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 30% Perform routine technical and analytical work regarding implementation of, and compliance with, the Energy Standards. Data analysis tasks will include determining data needs for Division policy analysis and program implementation. The incumbent will work with other Offices in the Division and other agencies to collect and analyze energy efficiency data. The incumbent will also design and run database queries to extract data from sources. This may include developing in-house analytical tool(s) for ad-hoc queries and external data requests. (E)
- 30% Apply quantitative analytical methods, including, but not limited to, statistical analysis and forecasting. Assist in preparing policy, economic, and technical analyses and recommendations, based on the data analysis, including writing reports. Prepare analyses for promoting energy conservation and efficiency technologies through the Building Energy Efficiency Standards and to increase compliance with, and enforcement of, the Energy Standards. (E)
- 15% Manage contracts and work authorizations. As contract manager or project manager, responsibilities will include the preparation of solicitation or work authorization documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work

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statements, deliverables and financial charges, preparation of contracts and request memos, assigning work to contractors, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)

- 10% Work with information technology professionals within and outside the department regarding information systems that collect, store, report, and perform related functions with energy efficiency data. Identify "business requirements" for technical analyses for promoting energy conservation and efficiency technologies. (E)
- 5% Assist with coordinating and collaborating with other subject matter experts and data managers at state agencies, the U.S. Department of Energy, national energy laboratories, other states, private sector experts and innovators, and with state agencies and stakeholder groups. (E)
- 5% Assist in reviewing reports and processing administrative documents for Energy Commission Business Meetings. Organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions. Occasional travel may be required to perform this task. (E)
- 5% Perform other duties as required consistent with the specifications of this 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

<hr/> Vacant _____ Energy Analyst Date	<hr/> Vacant _____ Energy Resources Specialist III (Supervisory) Date
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