

## DUTY STATEMENT

<i>Classification:</i> Energy Commission Specialist II (TED)	<i>Position No:</i> 5200-4185-002
<i>CBID:</i> R10	<i>Office/Unit:</i> Renewable Energy Office/Renewables Portfolio Standard Unit
<i>Date Prepared:</i> April 8, 2014	<i>Division:</i> Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direct supervision of the Energy Commission Supervisor II (TED) in the Renewable Energy Division, the Energy Commission Specialist II (TED) will serve as prime resource innovator and have lead responsibility for conducting complex technical work relating to the implementation of the California Renewables Portfolio Standard (RPS). The RPS requires the state's electricity retail sellers and publicly-owned electric utilities (POUs) to procure 33 percent of their sales from renewable energy sources by 2020 and annually thereafter. Senate Bill X1-2 (Simitian, Chapter 1, Statutes of 2011, First Extraordinary session) added significant scope to the California Energy Commission's roles and responsibilities under the RPS. In addition to its current statutory tasks, this statute requires the Energy Commission to oversee the progress of the state's publicly-owned electric utilities (POUs), which are now required to meet the same RPS targets as the state's retail sellers for the first time, and to adopt regulations specifying the enforcement provisions for non-compliance of the POUs. Regulations specifying the enforcement procedures for the POUs went into effect in October 2013.

The Energy Commission's responsibilities in implementing the RPS include:

- Certifying eligible renewable energy resources:
- Developing and implementing an accounting system to verify compliance with the RPS
- Adopting regulations specifying the enforcement provisions for non-compliance of the POUs.
- Determining compliance with the RPS for the POUs, and referring a notice of violation to the California Air Resources Board for a POU's noncompliance.

The Energy Commission Specialist II must execute the RPS regulations and related requirements set in law and work with stakeholders to ensure compliance with RPS. The Energy Commission Specialist II will direct highly complex and multi-disciplinary policy and technical analyses required to implement and revise RPS regulations and eligibility requirements as appropriate. The Energy Commission's RPS program is implemented in close coordination with the California Public Utilities Commission (CPUC), the state agency that shares responsibility in implementing the RPS, and the California ARB, the agency authorized to impose a penalty for noncompliance by a POU. The incumbent will work collaboratively with the CPUC and the ARB in their proceedings related to the RPS and will help ensure that the Energy Commission satisfies its roles and responsibilities in implementing the RPS.

### **WORKING CONDITIONS**

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings, meetings and conferences. Additional hours beyond an eight-hour workday or forty-hour work week 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 and Internet; participate in and lead meetings with other staff and with other agencies.

**DUTIES AND RESPONSIBILITIES**

- 50% As prime resource subject matter expert, design and perform highly complex technical analyses necessary for implementing the RPS. The incumbent will oversee the enforcement provisions for non-compliance of the publicly owned utilities (POUs) with the RPS requirements. Responsibilities include tracking POU compliance with public noticing and RPS reporting requirements, working with verification team on reporting and procurement, assisting Executive Office and Legal with review of optional compliance measures, communicating with POUs regarding their compliance requirements and any potential RPS violations, communicating with management regarding POUs’ RPS compliance and potential violations, compiling documentation and making recommendations to Executive Office, assisting Executive Office and Legal in making the Energy Commission’s case in compliance proceedings brought against a POU, assisting Executive Office and Legal with compiling any notices of violations and correction, including all associated supplemental documentation, to submit to the Air Resources Board. The incumbent will lead updates of RPS regulations and highly complex activities that provide analytical bases to formulate recommendations to Energy Commission Commissioners, Executive Office, Division management, CPUC Commissioners, and Administrative Law Judges regarding RPS eligibility requirements. In addition, the incumbent will be expected to provide technical expertise and policy analyses on highly complex issues to support the development and use of renewable energy in California. These tasks will include independently performing and coordinating technical and economic analyses including, but not limited, identifying barriers to the state’s success in meeting its renewable energy goals. (E)
- 35% As a prime resources innovator, participate as a member of the CPUC/Energy Commission Collaborative staff in RPS implementation proceedings at both the CPUC and the Energy Commission. Help revise, as necessary, RPS eligibility guidelines. Provide input on workshops and hearings required to vet staff analyses and to obtain feedback on draft policies and RPS eligibility guidelines. (E)
- 10% Represent the Energy Commission at stakeholder meetings, workshops, and conferences, and giving presentations as warranted. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

<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>	
Signatures	
Date	JENNIFER CAMPAGNA Date
Energy Commission Specialist II (TED)	Energy Commission Supervisor II (TED)