



<b>Classification:</b> Energy Commission Specialist I (TED)	<b>Position No.</b> 5200-4184-006
<b>CBID:</b> R10	<b>Office:</b> Renewable Energy
<b>Date Prepared:</b> November 15, 2017	<b>Division:</b> Renewable Energy Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the direction of the Energy Resources Specialist III (S), the Energy Commission Specialist I (TED) will perform more complex, sensitive, and responsible work, which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level. The incumbent will serve on a team of staff responsible for the certification of renewable energy generation facilities in the California Renewables Portfolio Standard (RPS). The incumbent will conduct certification of facilities specializing in the most complex facility and technology types. The incumbent will also be the primary staff implementing the annual reporting requirements of the Power Source Disclosure Program. The incumbent will contribute to the design development and testing of certification functionality in the RPS Online System and will contribute in the implementation of other renewable energy-related activities and programs. The incumbent will contribute to revisions and updates to the *RPS Eligibility Guidebook*. The Specialist I will perform in a team environment and will collaborate with a team of staff, renewable energy industry stakeholders, the public, other state/local agencies, and industry/trade organizations and associations.

The incumbent is expected to develop a thorough knowledge of the history and current requirements of the RPS Program, renewable and non-renewable energy resources procured by load serving entities in California, electricity markets, and Renewables Portfolio Standard (RPS) Program definitions and requirements. The incumbent must display a thorough understanding of California’s renewable energy laws, regulations, and policies as well as the role of the energy sector in achieving California’s greenhouse gas emissions reduction goals.

**WORKING CONDITIONS:**

The work is performed in an indoor office and meeting room settings involving sitting, standing, and walking. Travel may be 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, electronic mail and Internet, and participate in and lead meetings with other staff and with other agencies.

**DUTIES AND RESPONSIBILITIES:**

- 45% Perform independent, complex, sensitive and responsible technical and analytical work above journey level to administer RPS Program Certification activities and provide oversight and support for other staff conducting certification activities. Conduct complex analyses related to the certification of projects eligible for the RPS, review and evaluate RPS certification applications for



conformance with program guidelines; serve as technical expert for specific facility and technology types. Support Program Leads to ensure workload distribution and timeliness and consistency in application reviews; track progress of applications; and regularly communicate with applicants and stakeholders. (E)

- 25% Conduct required activities to support annual reporting under the Power Source Disclosure program. Plan annual outreach, develop reporting templates and guidance materials, and track receipt of annual reports. Respond to inquiries to ensure that all entities subject to the PSD program requirements are fully informed and enabled to meet program requirements. Assist in the analyses of submitted data to ensure reporting adheres to all requirements and provides thorough and accurate data. Coordinate with other Commission programs to ensure data submitted under the PSD program is presented in a reliable and consistent format to meet all Commission program needs. (E)
- 10% Develop, prepare, and present technical analyses on current issues related to RPS certification statutes, rules, and policies to ensure program efforts continue to support meeting the State’s renewable energy goals. Evaluate renewable resource technologies and facilities to inform policy decisions affecting the RPS program certification efforts. Support Program Leads in developing policy recommendations for the future direction of the program. Complete updates to specific sections of the RPS Eligibility Guidebook, including conducting necessary analytical work to support recommended changes, completing written portions, and presenting information to the public. (E)
- 10% Analyze proposed legislation relating to the renewable energy technology and the RPS program in collaboration with the Office of Governmental Affairs (OGA). Responsibilities include drafting analyses that accurately reflect the RPS requirements and understanding of specific renewable energy technologies and consider potential impacts to the RPS of proposed legislation. Meet OGA deadlines and coordinate responses with other offices, when applicable; and route analysis for review by management. (E)
- 5% Present information on the RPS program and renewable energy efforts to visiting delegations. Attend workshops, hearings, conferences, and meetings on topics associated with renewable energy for program planning and assist with WebEx. (M)
- 5% Perform other related duties as required consistent with the specification 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>	
_____ Vacant                      Date Energy Commission Specialist I (TED)	_____ Camille Remy Obad                      Date Energy Resources Specialist III (S)