



<b>Classification:</b> Energy Commission Specialist I (TED)	<b>Position No.</b> 3100-4184-005
<b>CBID:</b> R10	<b>Office:</b> Energy Efficiency Research Office
<b>Date Prepared:</b> May 5, 2018	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general supervision of the Energy Commission Supervisor II in the Energy Efficiency Office, Industrial, Agriculture & Water (IAW) Efficiency Unit, the incumbent serves as a member of the IAW Efficiency team to develop, implement and administer electricity and/or natural gas-based public interest energy research, development and demonstration (RD&D) efforts related to the efficient use of energy in IAW technologies. The incumbent performs the more complex and difficult analyses, develops and manages the more complex research projects and assists in the development of public interest energy research program policy. The incumbent provides technical leadership, direction, and coordination efforts for the IAW unit's research and development needs associated with IAW energy efficiency with emphasis on achieving state energy efficiency goals. The incumbent will work within an interdisciplinary team or teams and assists the IAW Efficiency team with program planning in the IAW Efficiency subject area and demonstrations of R&D-funded technologies in the water, industrial and agriculture sectors.

The goal of the Electric Program Investment Charge (EPIC) research program is to conduct research, development and demonstration to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced energy efficiency concepts, technologies, and practices; performs time-critical and subject matter-critical technical or market analyses to support public interest energy RD&D funding; manages more complex RD&D projects; and consults with experts in the field.

**WORKING CONDITIONS.** The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to conduct project site visits, 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, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

**DUTIES AND RESPONSIBILITIES:**

The incumbent will perform the more difficult, highly complex tasks as follows:

- 40% Contract Management and Administration. Identify, implement, organize, and manage sensitive and more complex energy efficiency related technical and scientific projects and contracts. Develop work statements, budgets and measureable technical and economic objectives which will be used to determine project success, and other materials necessary to finalize the contract agreements. Synthesize information from multiple sources. Identify energy efficiency related R&D needs and their potential to help achieve California's energy



policies and objectives. Coordinate with local, regional, state, and federal government entities, utilities, industry and other stakeholders to facilitate the coordination of public interest energy policies and objectives, and other research programs and studies. (E)

- 25% Program Planning. Serve as a technical specialist for identifying, analyzing and evaluating research and development issues related to industrial, agriculture and water energy efficiency. The incumbent will implement energy related projects associated with improving the energy efficiency of the industrial, agricultural and water industry in such areas as process heating or cooling, refrigeration, advanced burners and control systems, energy and water use optimization, agricultural or landscape irrigation system, food preservation (blanching, drying, frying, pasteurization and sterilization), energy storage and demand response systems. The incumbent will be responsible for planning the research strategy for maximizing energy efficiency, including identifying target energy efficient technologies to meet the program's research projects in the near and mid-term; evaluating the technical and economic feasibility of various approaches, technologies, tools, strategies, and proposals; determining, estimating and verifying rate payer benefits; identifying needed market support and technical assistance to overcome barriers; and meeting with key stakeholders, trade associations and others to understand research needs. The incumbent will provide expert guidance, consultation and direction to program management on more complex technical energy issues within the EPIC IAW Energy Efficiency area. Assist the EPIC IAW Efficiency team in the formulation and refinement of guidelines, standards, policy options and core area program initiatives for development and demonstration of emerging industrial, agriculture, and water technologies, for consideration by the Deputy Director for Energy Research and Development, the Executive Office, Commissioners, and the Legislature, and other stakeholder agencies. (E)
- 20% Solicitation Management and Administration. Manage and conduct solicitation planning and development activities. The incumbent will review proposals to determine technical feasibility, how well the project addresses the scope of the solicitation criteria including, but not limited to the extent the project will advance science or technology, address market and industry issues and needs, meet specified target goals and objectives, and evaluate the skill, experience and ability of the project team to complete the technical tasks within the budget and schedule, move the results into the marketplace, and the adequacy of project funding. The incumbent will prepare written findings of such evaluations for use by a technical scoring committee. (E)
- 5% Subject Matter Expert. Serve as a resource and technical expert in preparing and presenting conclusions and recommendations and provide subject-matter expert consultation to the Commission, local, regional, state, and federal governmental agencies, legislature, media and private entities regarding studies and topics within the incumbent's assigned areas of expertise. Performing this duty may require travel. (E)
- 5% Presentation and Public Outreach. Organize, prepare and make presentations at workshops, seminars and conferences; write technical papers and case studies for professional journals and industry publications; provide expert testimony and comments within the incumbent's area of expertise on more complex technical problems 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 energy efficiency RD&D. (E)



5% Other Duties. 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> Vacant Energy Commission Specialist I (TED)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Supervisor Energy Commission Supervisor II (TED)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date